ATTACHMENT C-1

PERFORMANCE WORK STATEMENT

United States Environmental Protection Agency

Statement of Work

Superfund Technical Assessment & Response Team 4 (START IV)

FULL SERVICE
[July 1, 2015 – June 30, 2020]

Contracts Formerly Referred to as:
Technical Assistance Team (TAT) (pre 1994)
Superfund Technical Assessment & Response Team (1994 - 2001)
Superfund Technical Assessment & Response Team 2 (2001 - 2007)
Superfund Technical Assessment & Response Team 3 (2007 - 2013)

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I. Introduction

A. Purpose

The purpose of the Superfund Technical Assessment and Response Team (START) contract is to provide nationally consistent advisory and assistance services to Environmental Protection Agency (EPA) On-Scene Coordinators (OSCs) and other federal officials implementing EPA's responsibilities under the national response system. These responsibilities are described in the background below. The contractor shall fulfill these responsibilities within the region as well as outside the region on a backup regional response, cross regional response, national response, and international response. The contractor shall be prepared to provide scientific/technical support for EPA activities in furtherance of the agency's primary mission: the protection of human health and the environment. Additionally, the contractor shall provide advisory and assistance services to other programs, such as site assessment, Brownfields Program, and remedial support activities. For each assigned task, the contractor shall provide appropriately experienced, trained, and accredited personnel with current credentials/certifications, as well as all supplies, materials, tools, and equipment necessary to complete the job.

B. Background

Under the authority of legislation, Presidential Directives, and promulgated regulations, EPA is responsible for protecting human health and the environment. EPA is delegated authority to undertake removal and remedial response actions with respect to the release or threat of release of oil, hazardous substances, or pollutants and contaminants. The National Response Framework (NRF) is the principle federal mechanism for responding to releases of hazardous substances and oil, utilizing a multi-layered network of individuals and teams for federal, state and local agencies, and industry.

EPA's role under the NRF is to respond to emergencies within its area of jurisdiction, with respect to the release/discharge or threat of release/discharge of oil, hazardous substances, pollutants, contaminants, or fire or explosion hazard. Under several federal and regional contingency plans (RCP), EPA has the responsibility for coordinating all federal, state, local, and private efforts associated with responding to environmental emergencies. EPA is required to respond to chemical, biological, radiological, and nuclear (CBRN) events as part of a disaster or counter terrorism/weapons of mass destruction (CT/WMD) incident. EPA supports states and communities in their preparedness and response activities. EPA is responsible for conducting evaluations and cleanups of uncontrolled hazardous substance disposal sites and placing those that are considered to pose a significant threat to human health or the environment on the National Priorities List (NPL).

Site assessment is the first step in determining whether a site meets the criteria for placement on the NPL. Listing a site on the NPL is one tool among many that are available to EPA and state cleanup program managers to accomplish the cleanup of contaminated waste sites. For additional information, see EPA Office of Solid Waste and Emergency Response (OSWER) Directive 9203.1-06, "Guidance on Setting Priorities for NPL Candidates sites."

Generally, brownfield sites are real property where the expansion, re-development, or reuse may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant. The formal definition of a brownfield site is found in Public Law 107-118 "Small Business Liability Relief and Brownfields Revitalization Act" of January 11, 2002.

II. Technical Requirements

The technical requirements under this statement of work (SOW) include response, preparedness and prevention, assessment and inspection, technical support, data management, and training. Exhibit A – Specific Tasks List, identifies tasks that may be performed to satisfy contract requirements.

A. Response Activities

Response activities shall support EPA's obligations under the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), Oil Pollution Act (OPA), Stafford Act, Homeland Security Act of 2002, as well as any future laws or regulations promulgated pertaining to EPA's response obligations.

The contractor shall maintain a 24-hour, seven-days-a-week, year-round response capability to respond to EPA's needs pursuant to the terms of this contract on a regional, backup regional, cross regional, national, and international response (see Exhibit E- EPA Regional Offices). All international travel documentation of response personnel is to remain current. To this end, the contractor will provide the following: a list of approved personnel who will perform assigned tasks according to the approved tasking documents; appropriately qualified personnel with the appropriate levels of personal protection equipment (PPE) for each response situation (See Exhibit D - Levels of Personal Protective Equipment); and all necessary equipment, excluding equipment available through EPA-owned equipment, in good working condition and trained staff to operate equipment. Further, the contractor will support the Regional Emergency Operations Centers (REOCs) and Emergency Response Notification System (ERNS) during spills/releases, and periods of multiple emergencies, disasters, and terrorist acts. This includes support for Emergency Operations Centers (EOC) and Disaster Field Offices under the NRF and National Oil and Hazardous Substances Pollution Contingency Plan (NCP).

The contractor shall adhere to the requirements regarding EPA's Background Check and Drug Screening Policy identified in Exhibit F – Levels of Personnel Background Check and Drug Screening for Contractor Employees.

Contractors, who respond to incidents in the field shall maintain Incident Command System (ICS) training in accordance with Federal Emergency Management Agency (FEMA) guidance on ICS levels of training for response personnel. At a minimum, this includes ICS 100, ICS 200, ICS 300, ICS 400, ICS 700, and ICS 800. Independent study (IS) courses for ICS 100, ICS 200, ICS 700, and ICS 800 are currently available through the FEMA Emergency Management Institute's Independent Study Program as IS-100.b, IS-200.b, IS-700.a, and IS-800.b.

The contractor shall monitor and oversee response activities, workers, and public safety; be knowledgeable about ICS and assist federal, state and local responding agencies with the implementation of ICS; and adhere to appropriate safety procedures and advise the OSC on health and safety matters. The contractor shall evaluate cost effective renewable energy sources when conducting work, including activities related to contract administration as well as for site work and technical projects. In accordance with the EPA's Clean and Greener Policy for Contaminated Sites, the contractor shall minimize total energy use and maximize renewable energy use, minimize air pollutants and greenhouse gas emissions, minimize water use and impacts to water resources, reduce, reuse, and recycle materials and waste, and protect and restore the land and ecosystem. Refer to Exhibit H for a partial list of green audit categories (more information can be found on the Green Remediation Website http://cluin.org/greenremediation/).

The contractor shall provide sampling, analytical, field detection/monitoring and Quality Assurance/Quality Control (QA/QC) support, in accordance with applicable methods, procedures and guidelines; document site conditions and compile information and data in a clear and concise manner; conduct data management activities to facilitate documents being readily available for distribution; provide technical advice, findings, facts, recommendations; suggest technical options and review technical submissions, including work plans for EPA and other federal, state and local officials as directed; assist with coordination and communication between federal, state and local responding agencies, and the public; evaluate all feasible renewable energy sources when conducting work and utilize environmentally preferable practices in their course of business (office and field) to the greatest extent practicable; and be proficient in United States Coast Guard (USCG) National Pollution Fund Center (NPFC) Forms. The NPFC forms are found at http://www.uscg.mil/npfc/forms.asp.

The contractor shall be available by phone 24-hours-per-day, 7-days-per-week, 365-days-per-year to initiate a response to an emergency. Contractor personnel shall take calls directly by means of on-call staffing, and shall not use an answering service or other indirect means of communication. Upon receiving a request by phone to respond to an emergency, the contractor shall mobilize the requested personnel, equipment and supplies not less than two (2) hours from the completion of the phone call. The contractor shall provide up to eight (8) Level-A-trained personnel meeting the Core Readiness Team (CRT) Proficiency Requirements within 24 hours, and up to twelve (12) Level-A-trained personnel meeting the CRT Proficiency Requirements within 48 hours.

To safeguard the EPA workforce and comply with Homeland Security Presidential Directive 12 (HSPD-12), Executive Order (E.O.) 13467, E.O. 13488 and Office of Personnel Management (OPM) regulations, EPA requires a set of procedures as outlined in Exhibit G, Agency Security Requirements for Contractor Personnel.

1. Emergency Response

The contractor shall assist EPA in helping state and local responders plan for emergencies; and maintain response capability to respond to discharges or threatened discharges as defined in Subparts D and E of the NCP.

2. Counter Terrorism Response

The contractor shall provide qualified response personnel proficient in sampling and analysis of CBRN threats; provide personnel proficient in operating/monitoring CBRN equipment and technologies; provide CBRN monitoring and testing equipment and supplies; provide appropriate level of PPE and decontamination methods; provide EPA with expert guidance and recommendations on CBRN response equipment, technologies and protocols; assist EPA in coordinating with key federal partners; and assist EPA in training first responders and providing resources in the event of terrorist incident(s). The contractor shall have the ability to access response-related preventive medication in support of an incident for their response personnel.

3. Oil Spill Response

The contractor shall provide technical advice, findings, facts, recommendations, and options to the EPA's Contracting Officer's Representative (COR); provide technical support to EPA to achieve the cleanup or removal of released hazardous substances from the environment; support EPA in responding to the release or threat of release of oil or petroleum products; be familiar with oil

containment and recovery techniques for inland and coastal waterways; be familiar with Area Plans/Subarea Plans, including sensitive areas; and oversee proper placement and deployment of containment boom, skimming and recovery operations.

4. Federal Disaster Response

The contractor shall provide technical support to EPA in conjunction with other federal, state or local agencies in the planning and preparedness for natural and man-made disaster response under the NRF or other federally adopted national response plans; provide technical support to EPA in performing Federal Disaster Assistance surveys of damage caused by disasters or assessment of damages to public water or sewage treatment facilities or related environmental problems; and have response personnel trained in EPA CERCLA assessment procedures, which support FEMA mission assignments for EPA disaster response actions.

5. Fund-Lead Removal

The contractor shall provide appropriate technical information that details strategies to mitigate the threat to human health and the environment from hazardous substances; provide EPA with technical support in monitoring on-site activities by federal, state, local agencies, and contractor(s) (e.g. Emergency and Rapid Response (ERRS) contractor(s)); assess green strategies and technologies and implement where practicable; and provide cost oversight during fund lead removal actions, including EPA, OPA, and USCG NPFC funded responses. The contractor shall provide support with documentation per the revised Removal Action Memorandum Guidance (September 2009).

6. Potential Responsible Party Responses

The contractor shall be knowledgeable of CERCLA§107, Potentially Responsible Parties (PRP) and Clean Water Act (CWA) (See Exhibit B – Statutory and Regulatory Framework); provide technical and administrative support to EPA for identification and notification of PRPs related to a release on a site or facility (See Exhibit A – Specific Tasks List); assist in preparing PRP objectives for site cleanup and work requirements (See Exhibit A – Specific Tasks List); and review PRP work plans, monitor work to ensure that the assessment or cleanup activities are performed correctly and in accordance with applicable statute(s), the NCP, and any other relevant law or regulations. (See Exhibit B – Statutory and Regulatory Framework.)

7. Minor Containment

Minor containment responses require all necessary response actions completed at the site or provide temporary stabilization prior to the mobilization of other responders. A minor containment response usually does not exceed 40 hours per assignment. The minor containment is a result of CERCLA 104(b) activities (pre-removal and investigatory activities) or NCP 300.305 (Phase II activities) for oil spill responses.

The contractor shall contain and stabilize minor releases of oil or hazardous substances, such as leaking containers (55 gallon drums, barrels, and smaller containers), oil discharged to waterways, or spills to soil; be capable of deploying sorbent booms in water bodies, building small dams to interrupt the flow of contaminants; be capable of emergency pumping over packing, hand bailing, or hand excavation; identify and advise EPA that a minor containment will either entirely address/complete the response or will provide necessary short-term stabilization until other responders arrive; and have EPA preapproval for initial minor containment activities and containment activities that exceed 40 hours.

B. Preparedness and Prevention Activities

Preparedness and planning activities involve contingency planning, counter terrorism/domestic preparedness and prevention, chemical emergency preparedness and prevention, risk management planning, voluntary chemical safety review, chemical safety audits, oil spill preparedness and prevention, and continuous release. Generally, the requirements under this section involve non-transportation related facilities that produce, store, process, refine, handle, transfer, distribute, or consume oil or hazardous substances. The contractor shall provide support with audits or inspections to identify and document violations of environmental laws or non-compliance with regulations; and assess physical security conditions for all field activities.

1. Contingency Planning

The contractor shall provide technical support to EPA with reviewing and analyzing federal, state, local and regional response contingency plans regarding applicable laws and regulations. EPA shall approve all final contingency plans developed and/or revised. Contingency plan activities shall meet contingency plan requirements for both government and industry outlined in federal and state statutes. This includes, OPA, NCP, RCPs, Area Contingency Plans, and Sub-Area Contingency Plans, and any other contingency plans created by statute, e.g., facility response plan (FRP), Federal Radiological Emergency Response Plans, as well as any other region-specific plans.

2. Counter Terrorism/Domestic Preparedness and Prevention

The contractor shall provide technical support in EPA's counter terrorism planning and response efforts; perform tasks to increase awareness and preparedness among federal, state and local responders of the potential threat posed by nuclear, biological, incendiary, chemical, and explosive terrorism; participate in regional, cross regional, national, and international drills, exercises, and training; assist EPA in the Crisis Management and Consequence Management phases of a terrorist incident response; and develop programs and procedures to prevent and prepare for deliberate releases resulting from terrorist incidents in accordance with the following guidance documents:

- EPA's homeland security priorities are based largely on responsibilities outlined in Homeland Security Presidential Directives (HSPDs) at http://www.epa.gov/homelandsecurityportal/laws-hspd.htm. The following have specific EPA tasking:
  - HSPD-5**:** Management of Domestic Incidents, 2003
  - HSPD-7: Critical Infrastructure Identification, Prioritization, and Protection, December 2003 (HSPD-7 updates Presidential Decision Directive (PDD)-63, Critical Infrastructure Protection from May 1998)
  - HSPD-8: National Preparedness, December 2003
  - HSPD-9: Defense of U.S. Agriculture and Food, January 2004
  - HSPD-10: Biodefense for the 21 Century, April 2004
  - HSPD - 12, Policies for Common Identification Standard for Federal Employees and Contractors, 22 August 2004.
  - HSPD-20: National Continuity Policy, May 2007
- Presidential Decision Directives (PDD) - 39, U.S. Policy on Counter terrorism, 21 June 1995.
- PDD - 62, Protection Against Unconventional Threats to the Homeland and Americans Overseas, 22 May 1998.
- National Security Presidential Directive - 33, Biodefense for the 21st Century, 28 April 2004
- Presidential Policy Directive - 2, Implementation of the National Strategy for Countering Biological Threats, 23 November 2009.

- E.O. – 13527, Establishing Federal Capability for the Timely Provision of Medical Countermeasures Following a Biological Attack, 30 December 2009.
- U.S. Policy on Counter-terrorism, dated June 21, 1995 can be located at (www.fas.org/irp/offdocs/pdd39.htm).
- Title XIV of Public Law 104-201, The Defense Against Weapons of Mass Destruction Act, also known as Nunn-Lugar-Domenici.
- Public Health Security and Bioterrorism Preparedness and Response Act of 2002, Public Law 107-188.
- The Homeland Security Act of 2002, signed into law on November 25, 2002 (Pub. L. 107-296) in response to the September 11, 2001 terrorist attacks.
- Other programs, such as the NCP and the NRF.
- EPA 550-F-98-014, "EPA's Role in Counter-Terrorism Activities", dated February 1998, http://www.epa.gov/osweroe1/docs/chem/ct-fctsh.pdf.

3. Chemical Emergency Preparedness and Prevention

The contractor shall review Federal, state and local contingency and response plans prepared under the Clean Air Act (CAA), Emergency Planning and Community Right to Know Act (EPCRA), CERCLA, OPA, NRF, and NCP to ensure compliance with the requirements described in "Criteria for Review of Hazardous Material Emergency Plan," dated May 1988 (NRT-1A) (http://nrt.org/), and integrated contingency plan guidelines available from the regional office.

4. Risk Management Planning/General Duty Inspections

The contractor shall perform activities in accordance with the guidelines for the Risk Management Program/General Duty Inspection activities required under Section 112(r) of the CAA Amendments of 1990 and 40 CFR Part 68. General information related to Risk Management Programs for Chemical Accident Prevention (40 CFR Part 68) can be found at http://www.epa.gov/emergencies/docs/chem/Toc_final.pdf.

5. Voluntary Chemical Safety Reviews

The contractor shall provide technical support to EPA in the performance of voluntary chemical safety reviews. CERCLA section 104(b) and 104(e) is the primary authority for EPA and its designated representatives to enter a facility and audit its records and operations. The audits are intended to be non-confrontational and positive so that information on safety practices, techniques, and technologies can be identified and shared between EPA and the facility. EPA can also enter a facility and conduct an audit at the invitation or voluntary consent of the facility's management. Chemical Safety Audit (CSA) program information is available in EPA publication 55-F-93-005, March 1993.

6. Accident Investigations

The contractor shall provide technical support with respect to EPA's authority to investigate chemical accidents pursuant to CERCLA Section 104 and CAA Sections 103, 112, 114, and 307; have the capability to arrive on-site within 24 hours of notification by EPA; provide EPA with a summary report describing the accident, root cause determination, and recommendation for prevention; and review safety and accident prevention systems and records of equipment involved in accident(s).

7. Oil Spill Prevention and Preparedness

EPA's Oil Pollution Prevention (OPP) Regulation, 40 CFR §112, requires facilities that are subject to the regulation to prepare and implement a Spill Prevention, Control and Countermeasures (SPCC)

Plan. In addition, a facility with the potential to cause substantial harm to the environment by discharging oil, must prepare a facility response plan. For more information on EPA's Oil Spill Prevention Program, see EPA's website at www.epa.gov/oilspill.

a) Spill Prevention, Control and Countermeasures Inspections

The contractor shall provide technical support to EPA for SPCC inspections. The SPCC program applies to non-transportation-related facilities that have a large oil storage capacity and could be reasonably expected to discharge oil into navigable waters of the United States. SPCC regulations require each owner or operator of a regulated facility to prepare an SPCC plan. The plan must address the facility's design, operation, and maintenance procedures established to prevent spills from occurring, as well as countermeasures to control, contain, clean up, and mitigate the effects of an oil spill that could affect navigable waters. EPA regional personnel periodically go on-site to inspect facilities subject to the OPP regulation. The inspections help to ensure oil storage facilities comply with the regulations. On-site inspections also give EPA personnel the opportunity to educate owners and operators about the regulations and methods for ensuring compliance.

b) Facility Response Plans and Inspections

The contractor shall provide technical support to EPA for inspections of "substantial harm facilities" and review of Facility Response Plans. In accordance with the CWA, as amended by OPA, certain facilities that store and use oil are required to prepare and submit plans to respond to a worse case discharge of oil and to a substantial threat of such discharge. EPA has established regulations that define who must prepare and submit facility response plans and what must be included in the plan. EPA also conducts inspections of facilities that are identified as substantial harm facilities.

c) Outreach and Technical Assistance

The contractor shall assist EPA with informing regulated facilities, tribal, state, local agencies and the public about the requirements of OPP regulations at 40 CFR part 112; provide assistance to support regional initiatives when required; and provide outreach support.

8. Continuous Release

The contractor shall provide technical support to EPA for activities involving continuous release. CERCLA section 103(a) requires facilities to immediately notify the federal government whenever a Reportable Quantity (RQ) or more of a CERCLA hazardous substance is released unless the release is permitted. Likewise, Section 304 of EPCRA requires that facilities immediately notify state and local officials whenever a RQ or more of a CERCLA hazardous substance is released. The purpose of this requirement is to notify officials of potentially dangerous releases so that they can evaluate the need for a response action.

See EPA's website for general information about various types of hazardous substance releases at http://www.epa.gov/oswer/emergencies.htm.

C. Assessment/Inspection Activities

The primary objective of the site assessment phase is to obtain the data necessary to identify the priority sites posing threats to human health or the environment. The site assessment phase begins with site discovery or notification to EPA of possible release of hazardous substances. During all assessment/inspection activities, the contractor shall utilize environmentally preferable practices to the greatest extent practicable.

1. Pre-CERCLIS Screening

Pre-CERCLIS screening is the process of reviewing data on a potential site to determine whether the site should be entered into Comprehensive Environmental Response, Compensation, and Liability Information System (CERCLIS) for further evaluation. The contractor shall perform pre-CERCLIS screening activities in accordance with EPA OSWER Directive 9200.4-05, "Pre-CERCLIS Screening Guidance," dated September 30, 1996.

2. Removal Assessment

The contractor shall provide technical support to EPA on removal assessment (RA) activities; and perform removal assessment activities in accordance with EPA OSWER Directive 9360.3-08, "Superfund Removal Procedures/The Removal Response Decision: Site Discovery to Response Decision" dated September 1994, and the NCP.

A removal assessment focuses on determining the potential immediate threat a site may pose on human health and the environment. The results of this assessment are used by EPA to determine whether a removal action or some other response is warranted.

3. Preliminary Assessment

The contractor shall provide technical support to EPA on preliminary assessment (PA) activities; review past and present facility waste handling practices and permit history; document the presence, quantity, type, or absence of uncontrolled or un-contained hazardous substance(s) on-site; document releases to the environment; identify pollution disposal pathways; determine pathway specific receptors and surrounding population density; locate other environmentally sensitive receptors (e.g., wetlands and endangered species); and perform PA activities in accordance with EPA OSWER Directive 9345.0-01A, "Guidance for Performing Preliminary Assessment Under CERCLA," dated Sept 1991; http://www.epa.gov/superfund/sites/npl/hrsres/pa/paguidance.pdf and the NCP; EPA OSWER Directive 9375.2-09FS, "Improving Sites Assessment: Abbreviated Preliminary Assessments," at http://www.epa.gov/superfund/sites/npl/hrsres/fact/apa.pdf.

A PA is the first step in determining whether a site warrants a Superfund response after the site has been entered into CERCLIS. A PA focuses on determining/verifying whether a site is eligible for a response action under CERCLA and the need for immediate and/or long-term response actions.

4. Site Inspection

The contractor shall provide technical support to EPA on site inspection (SI) activities; and perform SI activities in accordance with EPA/540-R-92-021, "Guidance for Performing Site Inspections Under CERCLA," dated September 1992 at: http://www.epa.gov/superfund/sites/npl/hrsres/si/siguidance.pdf. A SI incorporates and builds upon the objectives of the PA and may require the collection of samples or the evaluation of existing analytical data to evaluate site conditions.

5. Combined Preliminary Assessment/Site Inspection

The contractor shall perform preliminary search and field activities outlined in section II.C.3, PA and II.C.4, SI, simultaneously, in accordance with EPA OSWER Directive 9375.2-10FS, "Improving Site Assessment Combined Preliminary Assessment/Site Inspection Assessments" at http://envinfo.com/inssfile/assess2.pdf.

6. Site Inspection Prioritization

The contractor shall perform site inspection prioritization (SIP) activities, in accordance with EPA OSWER Directive 9345.1-15FS, "Site Inspection Prioritization Guidance," dated August 1993, as amended.

The goal of SIP is to gather any additional information necessary following the completion of the SI to help set priorities among sites for NPL listing or to screen sites from further Superfund attention.

7. Site Reassessment

The contractor shall perform site assessment activities as described in sections II.C.2 and II.C.3 of this SOW. A site reassessment (SR) represents the gathering and evaluation of new information on a site previously assessed under the Superfund program to determine whether further Superfund attention is needed. A SR serves as a supplement to previous assessment work and not a replacement for traditional assessment activities. The scope of work for SR activity is flexible but will usually represent a component of a traditional site assessment action, PA, SI, and SIP. The purpose of this action is to document the expenditure of Superfund resources on older sites where EPA has received new information or learned that the site conditions have changed.

8. Expanded Site Inspections

The contractor shall perform expanded site inspection (ESI) activities, in accordance with EPA 540-R-92-021, "Guidance for Performing Site Inspections Under CERCLA," dated September 1992 at http://www.epa.gov/superfund/sites/npl/hrsres/si/siguidance.pdf. The ESI has a twofold purpose: to provide additional information required to support preparation of an hazard ranking system (HRS) package for NPL listing which requires scoring of the site; and to further characterize and define a site for a potential response action, i.e., to begin a Remedial Investigation (RI).

9. Combined Expanded Site Inspection/Remedial Investigation

The contractor shall perform combined ESI/RI activities. The ESI/RI is used to expedite remedial response by gathering site characterization data common to both ESI and RI activities in one step, thereby expediting the later collection of data when comprehensive RI activities are performed.

10. Hazard Ranking System/National Priorities List Packages

The contractor shall perform HRS/NPL activities in accordance with EPA's HRS regulation contained in the NCP, Final Rule dated December 14, 1990, and EPA OSWER Directive 9345.1-07, "The Hazard Ranking System Guidance Manual," dated November 1992.

The HRS is the scoring system used by EPA's Superfund program to assess the relative threat associated with actual or potential release of hazardous substances. The HRS is the primary screening tool for determining whether a site is to be included on the NPL, and if response action is necessary under CERCLA. The document is available through http://www.epa.gov/superfund/sites/npl/hrsres/index.htm.

11. Integrated Assessments

The contractor shall assess the potential for short or long term clean-up actions; and perform integrated assessment (IA) activity in accordance with EPA OSWER Short Sheet 9345.16FS, "Integrating Removal and Remedial Site Assessment Investigations," dated September 1993. This document is available from EPA by requesting call number PB93-963341 or online at http://www.epa.gov/nscep/index.html.

IA activities should also be performed in accordance with Removal Site Evaluation and Site Inspection documents referenced in Sections II.C.2, Removal Assessment, and II.C.4, Site Inspection. The purpose of an IA is to gather data that meet the requirements of both a RA and a SI at the same site. The data gathering effort at these sites may require field screening and full Contractor Laboratory Programs (CLP) analysis of samples.

12. Brownfields Assessments

The "Small Business Liability Relief and Brownfields Revitalization Act," dated January 11, 2002, defines a brownfields site. The purpose of the brownfields assessment (BA) is to streamline site investigation and to characterize site conditions. The BA does not involve collection of data associated with HRS package preparation (see II.C.10). The objectives of a BA are to identify the nature and the extent of contamination on-site, identify the risks posed by the contamination, identify potential alternatives for cleanup, and determine costs of cleanup options for site redevelopment.

The contractor shall perform BA activities in accordance with the following guidance:

- "Integrating Brownfields and Traditional Site Assessment," #9230.0-81, EPA 540-F-96-028, January 1997;
- "Guidance for Performing Site Inspections Under CERCLA," EPA 540-R-92-021, September 1992 (http://www.epa.gov/superfund/sites/npl/hrsres/si/siguidance.pdf)
- "Road Map to Understanding Innovative Technology Options for Brownfields Investigation and Cleanup," EPA 542-B-97-002; This document is now available as EPA 542-B-05-001.
- "Brownfields Quality Assurance" document (EPA 540-R-98-038);
- "Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process," American Society for Testing and Materials (ASTM), E 1527-94; and
- "Environmental Site Assessments: Phase II Environmental Site Assessment Process," ASTM, E 1903-97.

13. Remedial Investigation/Feasibility Study

The contractor shall perform remedial investigation/feasibility study (RI/FS) tasks in accordance with EPA OSWER Directive 9355.301.h, "EPA Guidance for Conducting Remedial Investigation and Feasibility Studies under CERCLA," dated October 1988.

An RI/FS is an extensive assessment conducted at a site that is proposed/added to the NPL. The purpose of conducting an RI/FS is to develop the data necessary to support the selection of a remedy to eliminate, reduce, or control risks to human health and the environment.

D. Technical Support Activities

The requirements under this section include the gathering and analysis of technical information and related data, the preparation of draft technical reports and related materials on oil and hazardous substance investigation, assessment cleanup, disposal technologies, process activities, operations, problems, and trends.

1. Multi-media Surveys and Inspections

The contractor shall provide technical support to EPA for multi-media surveys and inspections activities. EPA conducts multi-media surveys and inspections at facilities where hazardous substances are managed, treated, stored, or disposed. EPA also conducts these activities at the release of environmental hazardous substances. These activities may support multiple environmental regulations and/or programs.

2. Treatability Studies

The contractor shall perform treatability studies in accordance with EPA 540-R-92-071A, "Guide for Conducting Treatability Studies Under CERCLA" available at http://www.epa.gov/superfund/policy/remedy/pdfs/540r-92071a-s.pdf and OSWER Directive 9380-

.3-10, National Technical Information Service (NTIS) Order Number# PB93-126787IN; and provide for laboratory, bench, and /or pilot scale treatability studies. The treatability study provides waste treatment and site specific response data to support the feasibility and use of technologies at a site.

3. Engineering Evaluation and Cost Analysis

After EPA issues the engineering evaluation and cost analysis (EE/CA) approval memorandum, the contractor shall conduct EE/CA activity in accordance with EPA 540-R-93-057, "Guidance on Conducting Non-Time Critical Removal Actions Under CERCLA," dated August 1993. This document is available at http://www.ntis.gov as publication number PB93-963402. EE/CAs are required for non-time critical removal actions.

The purpose of the EE/CA is to allow public participation in the removal decision process, if time permits, and give consideration to alternatives to land disposal. The goal of an EE/CA is to identify the objectives of the removal action and to analyze various alternatives.

4. Public Participation Support

The contractor shall perform public participation activities in accordance with EPA OSWER Directive 9360-05, "Public Participation Guidance for On-Scene Coordinators: Community Relations and the Administrative Record," dated June 1992, and "Community Relations in Superfund: A Handbook," dated January 1992; and provide technical support to EPA in the development, planning, and implementation of community relations and public support activities.

5. Site Discovery Program

The contractor shall support EPA's determination of whether sites require additional site assessment activities by collecting, recording, and analyzing detailed information about the site; and perform site discovery activity in accordance with EPA OSWER Directive 9375.2-11FS, "Improving Site Assessment: Pre-CERCLIS Screening Guidance," dated October, 1999. The purpose of the Site Discovery Program is to determine whether sites require additional site assessment activities. The guidance is available at http://www.epa.gov/superfund/sites/npl/hrsres/fact/sascreen.pdf.

6. Human Health/Ecological Risk Assessment

The contractor shall perform human health and ecological risk assessments in accordance with relevant guidance. Toxicity values can be sought using the Integrated Risk Information System (IRIS), Health Effects Summary Tables, and other sources. Risk assessment may include, but is not limited to data collection and evaluation, exposure assessment, toxicity assessment, and risk characterization.

7. Administrative Records Support

The contractor shall provide technical support to EPA for compiling information for inclusion in the Administrative Record, as defined in Section 113(k) of CERCLA. The Administrative Record includes records, data, and guidance that EPA uses to determine the federal response action.

8. Equipment Maintenance

The contractor shall provide support for equipment maintenance of government owned property or equipment, which is not government furnished property (GFP). The equipment shall be calibrated and maintained in accordance with manufacturer's instructions.

9. Regional Emergency Operations Center Support

The contractor shall provide support to the REOC as described under Section II.A, "Response Activities," of this SOW.

10. Regional Response Team Support

The contractor shall provide technical support to the regional response teams (RRT). There are 13 RRTs, each representing a particular geographic region (including the Caribbean and the Pacific Basin). RRTs are composed of representatives from field offices of the federal agencies that make up the National Response Team, as well as state and local representatives and interested members of the public. The four major responsibilities of RRTs are: (1) response; (2) planning; (3) training; and (4) coordination.

11. Enforcement Support

The contractor shall provide EPA with technical support for government enforcement at sites. The primary goal of EPA's enforcement program is to identify PRPs and to obtain voluntary settlement or, if necessary, to compel PRPs to implement site cleanups. Once the PRP has agreed to take response actions, the goal of the enforcement program is to ensure that the assessment or cleanup activities are performed in accordance with applicable statute(s), the NCP, and any other relevant guidance.

12. Cost Recovery

The contractor shall provide technical and administrative support to EPA in collecting and securing evidence to aid EPA in its cost recovery efforts. This may include compiling cost documentation packages and gathering information, which may be used to establish liability and support EPA's response decisions.

The contractor shall collect and organize data in defense of claims, such as claims for reimbursement under CERCLA and other applicable environmental statutes. This service will be in support of preparation by EPA for civil and administrative settlements, including pre-trial and auxiliary services, leading to formal negotiations/meetings with private parties, and trial.

The contractor shall analyze government-furnished documents (e.g., provide support for data analysis of the overall cost recovery program). Government-furnished documentation may include a description of work performed, site specific cost summaries, tracking of oversight costs, billings and payments received, statutes of limitations, and status of past removals and remedial actions.

If EPA is unable to provide access to documents needed in the performance of cost recovery activities, the contractor shall obtain specific cost information from firms whose EPA contracts have expired.

The contractor shall copy, organize, summarize, maintain, and track evidentiary materials, which are stored in a non-site specific manner to facilitate review of liability determinations.

The contractor shall have a document storage technology, which reflects EPA's technology.

13. General Technical Support

The contractor shall provide information, analysis, options, and recommendations for implementing emerging technologies and maintaining program currency.

The contractor shall provide information and options, which will enable EPA to draft specifications for EPA program activities. The specifications are used in connection with the provision of technical and cleanup support. The contractor shall provide information for EPA's review and

approval. EPA will make the final determination of the acceptability of the information the contractor submits. Examples of technical specifications include data for developing site safety plans for response personnel and the public, information on local contingency planning, methods of hazard mitigation, containment, countermeasures, on-site treatment systems, removal and disposal options, and personnel and equipment requirements.

E. Data Management Support

1.0 General Information

The Contractor shall provide comprehensive environmental data management services to support EPA. The contractor shall provide data management support using various programs including SCRIBE (or a successor or equivalent software which has been accepted by the US EPA Region 1); utilize hardware and software to provide information technology support in the form of web applications; Geographical Information Systems (GIS) support in the form of maps, data, mapping applications, and other geospatial products; mobile device application development and implementation; maintenance of data applications utilized for inspections, investigations response, and contingency planning; and be used routinely to enter, track, document (i.e., create and provide metadata) or retrieve information and data developed during the performance of the contract. Environmental data refers to measurements or information that describe environmental processes, conditions or locations; ecological or health effects and consequences; or the performance of environmental technology. For EPA, environmental data includes information collected directly from measurements, produced from modes, and compiled from other sources such as data bases, reports or literature. 'Data' refers to various formats including; tabular, geospatial information, electronic records, and files (unless otherwise indicated). The comprehensive approach to data management ensures that various types of data are collectively managed, reviewed, reported and used to enable the assimilation of information to develop a complete operational picture.

1.1 EPA requires that data management support services are implemented to ensure effective and efficient data and information; collection, analysis, review, distribution and archival. EPA anticipates that the tools, processes and technology for data management will evolve over the duration of the contract. Thus, the Contractor shall routinely assess the data management systems and evaluate the need for improvements or updates to continually provide efficient and effective data management services. Where appropriate, the contractor shall coordinate closely with EPA for specific portions of integrated projects.

1.2 The Contractor shall implement these support services in close coordination with EPA, and in conjunction with the Environmental Response Team (ERT) and the National Data Acquisition and Technical Assistance Team (DATA Team).

1.3 The Contractor shall develop, implement and update as required a regional Data Management Plan (DMP) in accordance with EPA specifications. The DMP will detail the standard processes, procedures and tools that the Contractor will use to support EPA programs. However, the Contractor's DMP will allow for easy customization so that rapid changes can be made to support unforeseen operational requirements. The required components of this DMP are:

- Data Flow Diagram: Illustrated overview of the relevant data management work process(es) from data collection through data storage, data review, data analysis and data reporting.
- Roles and Responsibilities: Identification of the key data management positions and the tasks that personnel serving in these positions will perform. These positions should be depicted in the Data Flow Diagram.

- Field Data Collection Methodologies: A description of the procedures and tools that are used to capture data in the field.
- Data Collection Standard Operating Procedures (SOPs) & Checklists: Specific step-by-step procedures and or protocols that are used to collect, process, including review and qualification, and load data to Scribe or GIS.
- Data Deliverables: A description of the key data products that are generated in the field or by external parties such as laboratories, Potentially Responsible Parties (PRPs) or other Response Partners.
- Data Processing: A description of the procedures and tools that are used to reformat, review, qualify or otherwise prepare data for loading into the data management system.
- Data Element Dictionaries: A listing of the data tables, data fields, formatting requirements, conditional requirements and valid values that are used to manage tabular data, spatial information and electronic records in the data management system.
- Entity Relationship Diagrams: An illustration showing the relationships between the data tables and data fields that are used to manage tabular data, spatial information and electronic records in the data management system.
- Data Review SOPs & Checklists: Specific step-by-step procedures and or protocols that are used to verify the quality and consistency of the tabular data, spatial information and electronic records in the data management system.
- Reporting Requirements: A description of the basic procedures and tools used to query, analyze, review and report both tabular and spatial data. Documentation which substantiates the inclusion or exclusion of data is a critical element of the DMP.
- Reporting SOPs & Procedures: Specific step-by-step procedures and or protocols that are used to query, analyze, review, qualify and report both tabular and spatial data.

1.4 The Contractor shall support the collection of data by:

1.4.1 Identifying and documenting the specific data and information that must be collected to meet technical objectives.

1.4.2 Adapting standard processes and tools for site specific response and technical objectives, as necessary.

1.4.3 Developing effective mechanisms to capture observations and other field parameters within electronic formats. These mechanisms should be flexible and allow for rapid changes relative to the types of data collected as well as the submission of the data to a central repository on a real-time basis. These mechanisms should also include processes that allow for a delayed submission if real time submissions are not possible.

1.5 The Contractor shall support the processing and management of data by:

1.5.1 Maintaining an integrated platform or central repository that can be used to manage tabular data, geospatial data and electronic records or files.

1.5.2 Adapting the integrated platform or central repository to meet the site specific response and technical activities, including the review and maintenance of data review qualifiers.

1.5.3 Moving data from various monitoring equipment to a central data repository on a real-time basis.

1.5.4 Loading data deliverables from external parties such as laboratories, PRPs or Response Partners to a central data repository.

1.5.5 Implementing and maintaining quality assurance parameters and procedures to review and qualify and document both the quality and completeness of data being loaded or not loaded to the central repository.

1.6 The Contractor shall support the distribution and analysis of data by:

1.6.1 Deploying geospatial viewers and other web-enabled data distribution portals to support EPA's information needs.

1.6.2 Customize these data distribution capabilities to support the needs of EPA's response partners and the general public.

1.6.3 Generate site specific data reports and maps as required by EPA.

1.7 The Contractor shall support the secure management of data by:

1.7.1 Reviewing and understanding EPA's guidance and policies for the management of data and information in support of EPA's programs.

1.7.2 Reviewing and implementing any security plans that exist for relevant data management tools and processes.

1.7.3 Developing security plans for new tools and processes that are developed by the Contractor.

1.7.4 Developing and conducting tests to monitor the effectiveness of security measures.

1.7.5 Documenting the results of tests to monitor the effectiveness of security measures.

F. Training

Training formats may include classroom training, exercises, field training, response/practice drills, and simulations. Work may be required beyond the contractor's normal work week, and evenings and weekends may be necessary to accommodate the schedules of volunteer fire departments and emergency response personnel. Training may require frequent travel, including occasional travel outside the primary regional area.

The requesting agency is required to provide suitable class room space. Class room space varies from community college class rooms and laboratories to training in fire bays. The contractor shall adapt to any physical limitation of the provided classroom space. Class size will range from 12-35 persons, but 40-hour Hazardous Waste Operations and Emergency Response (HAZWOPER) classes may be limited to 20 persons. If a minimum of 12 students do not attend, classes may be cancelled at the last moment. The contractor shall communicate directly with the requesting agency on class schedule, room arrangements, class agenda, etc.

1. Training Course Descriptions

Duration	Title
40 hours	HAZWOPER Operation Level Class
40 hours	HAZWOPER Technician Level Class
8 hours	Annual Refresher Classes
40 hours	Methamphetamine (METH) Class
24 hours	Hazard Categorization (HAZCAT) Class
16 hours	METH HAZCAT Class
16 hours	Air Sampling Class

2. General Training Requirements

The contractor shall provide technical support to EPA for training activities, both presentation and development; develop classes which incorporate new regulations and issues pertinent to the response

community; accommodate specific training needs of the organizations to be trained; continually evaluate all training material, content, quality, and effectiveness; recommend to EPA the appropriate additions, deletions and modifications of training material; provide more than one class during the same time period, if required; provide adequate manpower, equipment and reference materials to class attendees; coordinate class schedules with the requesting agency and EPA as far in advance as possible; provide EPA with a proposed monthly training calendar; provide all course attendees with reference material, such as National Institute for Occupational Safety and Health (NIOSH) pocket guides, Orange Department of Transportation guidebook, government regulations, and all other reference material used in the course as needed to be loaned to the student for the duration for the class. All reference material will be current and the contractor will provide student manuals for each student.

3. Training Equipment Requirements

The contractor shall provide current, calibrated, and operational equipment, which is necessary to support the training courses; be responsible for disposing of any hazmat chemicals and waste chemicals/PPE in accordance with all federal, state and local regulations; present course material to EPA for review and approval prior to delivery; and refer any questions relating to the interpretation of EPA policy, guidance, or regulation to EPA training staff.

III. Documentation Requirements

In the course of performing tasks identified in this SOW, the contractor shall submit all analyses, options, recommendations, reports, training materials, and any other work products in draft form for review by the Contracting Officer (CO) or the COR prior to use or distribution.

The contractor shall not publish, release, use, or disclose any work product generated under this SOW without EPA's written approval; interpret EPA policies or regulations when conducting any training, seminars, or presentations; and/or provide any legal advice or legal interpretations.

The Government will make all final regulatory, policy, and interpretative decisions resulting from contractor provided advice and assistance; and will also make all final decisions regarding compliance determinations, or the violations of an order, law, regulation, etc.

The contractor shall submit documents that demonstrate a good command and correct usage of the English language (e.g, discussion of facts flow in a coherent and organized manner); use proper grammar (noun and verb tense correspond, etc.); and are free of incomplete sentences and misspelled words.

For deliverables that contain recommendations, the contractor shall explain or rank policy; explain or rank alternative actions; describe procedures used to arrive at recommendations; summarize the substance of deliberation; report any dissenting views; and cite sources relied upon.

Exhibit A – Specific Tasks List

This list is not intended to be all inclusive, but it is a historically based list of tasks that support the SOW requirements. For ease of organization, tasks are arranged by the activity where they have typically occurred first, for example, identification of local and elected officials could be performed as either a Response or Assessment activity. Therefore, since Response is the first activity in the SOW the task is listed under Response. This exhibit structure does not preclude using a task in any other contract activity.

SOW Activities:

A. RESPONSE
B. PREPAREDNESS AND PREVENTION
C. ASSESSMENTS
D. TECHNICAL SUPPORT
E. DATA MANAGEMENT
F. TRAINING

A. RESPONSE

The contractor shall support EPA in the following tasks:

1. Identify local and elected officials.
2. Obtain site access documentation from affected parties.
3. Collect and document facts regarding the discharge/release or threat of discharge/release to include its source and cause.
4. Analyze the nature, amount, and location of discharged or released materials.
5. Analyze the probable direction and time of travel of discharged or released materials.
6. Analyze whether the discharge is a worst case discharge, in accordance with Sec. 300.324 of the NCP.
7. Identify the pathways to human and environmental exposure.
8. Analyze the potential risk to human health and the environment posed by the release of hazardous substances, contaminants or pollutants, and discharge of oil.
9. Identify the pathway and nexus to navigable waters.
10. Analyze the potential impact on sensitive areas, natural resources, and property.
11. Develop options to abate, prevent, minimize, stabilize, mitigate, contain, control, eliminate, or remove the release or threat of release.
12. Prepare a sampling plan which describes the number, type, and location of samples and the type of analyses.
13. Monitor work of other federal contractors.
14. Coordinate with and assist other federal contractors to be determined by EPA, as required.
15. Recommend waste disposal options.
16. Review completeness of disposal documentation, such as manifests, waste profile data, and other information.
17. Provide site security to prevent unauthorized access of any persons or animals to preserve public safety.
18. Provide site communications, for example, radios, repeaters, commercially available radio systems, telephones, and pagers.

19. Monitor and measure environmental conditions on a real-time basis using qualitative and quantitative instrumentation.
20. Identify site characteristics, for example, populations, sensitive environments, site usage, hydrogeological and meteorological conditions, and other pertinent site conditions.
21. Identify pollutant dispersal pathways.
22. Identify the extent of contamination, for example, soil, water, air, groundwater, sediments, and lagoon sludge.
23. Identify and confirm locations of areas of oil deposition/collection.
24. Identify locations optimal for oil recovery.
25. Identify and develop strategies to protect sensitive areas.
26. Monitor for health and safety compliance.
27. Review and recommend health and safety procedures for response activities, such as Occupational Safety and Health Administration (OSHA) levels of protection associated with a site.
28. Develop site specific Health and Safety Plans (HSP) for field activities which comply with OSHA and EPA requirements.
29. Develop and submit a site sampling and Quality Assurance Project Plan (QAPP) for field activities to ensure the usability of the data.
30. Conduct both on-site and/or off site environmental sampling activities.
31. Provide analytical services to include the following: Contract Laboratory Program (CLP) (via sample coordinator); non-CLP (including EPA regional laboratory and regional analytical services contracts); field screening; and mobile laboratories
32. Perform air monitoring.
33. Perform analytical data validation.
34. Complete and maintain documentation of all contractor actions and costs.
35. Provide information to federal and state natural resource trustees to assist the trustees in the determination of actual or potential natural resource injuries. Documentation shall provide the following: the source and circumstances of the release; the identity of responsible parties; the response action taken; an accounting of contractor costs incurred in support of EPA response actions; and the impacts and potential impacts to the public health and welfare and the environment
36. Assist in search and rescue efforts.
37. Perform nuclear/biological/chemical sampling and analysis.
38. Decontaminate equipment and personnel. This includes not only the contractor's but also Government-owned and operated equipment that is used exclusively by the Government, as well as any shared equipment.
39. Evaluate appropriate decontamination techniques and recommend procedures for setup and implementation.
40. Provide for emergency transportation services.
41. Acquire specialized transportation during emergencies and time critical events.
42. Provide transportation of emergency equipment via air and/or land support during emergencies and time critical events.
43. Procure office facilities during emergencies and time critical events.
44. Report to and work within the incident command structure.
45. Provide minor containment, transport, and disposal actions (generally not exceeding 40 hours per assignment).
46. Provide temporary stabilization prior to the mobilization of other responders.
47. Coordinate with state and Federal Natural Resource Trustees.

48. Provide cost analysis/information for response alternatives.
49. Document site-specific contractor daily costs incurred for response actions. As requested by the OSC, this task may include generation of 1900-55 or equivalent and backup documentation such as personnel timesheets and receipts.
50. Observe and document federal, state, and private actions taken to conduct a response action.
51. Obtain permits from federal, state, or local agencies, associated with the contractors' response activities.
52. Develop and/or evaluate plans for the remediation of habitats affected by the release of hazardous substances and/or other aspects of site remediation activities. EPA will evaluate recommendations of the contractor and any final plans will be prepared by EPA.
53. The contractor shall provide information, analysis, options, and recommendations for implementing emerging technologies and maintaining program currency.
54. The contractor shall maintain EPA's Green Audit Checklist (or equivalent)

B. PREPAREDNESS AND PREVENTION

The contractor shall support EPA in the following tasks:

1. Conduct SPCC and/or FRP inspections and plan reviews and prepare reports to support enforcement case development.
2. Conduct economic benefit analyses and supplemental environmental project cost analyses utilizing EPA's applicable software (BEN and PROJECT) to support enforcement case development.
3. Collect and review available data and background information from a site or facility, and/or from local, state, or other federal agencies and prepare reports to support enforcement case development.
4. Review OPA information request responses and prepare reports to support OPA enforcement case development.
5. Maintain and update with information provided by EPA model enforcement documents.
6. Procure and place EPA prepared public notices in newspapers of general circulation for the purpose of notification of violators as to their status related to a facility, site, or release, after receiving pre-approval from the Task Monitor.
7. Assist EPA in searching and compiling information from databases to identify facilities not in compliance with oil spill prevention regulations or to identify dischargers of oil or Clean Water Act hazardous substances to U.S. waters.
8. Provide technical support activities to include providing information, analyses, options, and recommendations for implementing and maintaining OPA enforcement program currency.
9. Draft updates to the RCPs in accordance with the NCP.
10. Provide technical support in developing draft area contingency plans and/or revising state/local contingency plans. Plans shall incorporate Area Committee comments and changes.
11. Compile a list of response resources.
12. Survey, compile, and validate economically and environmentally sensitive area location information in accordance with COR provided criteria.
13. Review and analyze response technologies, including innovative and alternative technologies.

14. Design, analyze, and participate in drills and exercises using the appropriate guidelines, such as the National Strike Force Coordinating Center Pollution Response Emergency Preparedness Guidelines.
15. Provide threat assessment, hazard, risk, and vulnerability analyses for spills into the environment.
16. Perform plume modeling for releases into water and air.
17. Provide technical and logistical support in the development of site specific contingency plans for state or local response organizations.
18. Provide information to support websites, as appropriate for storage, or linkage to, contingency plans of other organizations.
19. Support state and local responders in planning for emergencies associated with weapons of mass destruction.
20. Provide logistical support for key federal partners during meetings and/or training exercises.
21. Research and analyze state-of-the-art response technology for application and utilization in a potential or actual terrorist threat or act.
22. Research and analyze available counter-terrorism training.
23. Conduct and participate in counter-terrorism drills, exercises, training, and document lessons learned.
24. Identify, review, and provide technical support to utilize existing preparedness and emergency response management systems and capabilities at the federal, regional, state, tribal, and local levels and offer options for utilization.
25. Provide technical support to the agency Counter-Terrorism Program Coordination Team as it defines and implements EPA's regional counter-terrorism program.
26. Provide technical support to utilize existing preparedness and emergency response program infrastructures and capabilities at the federal, regional, state, tribal, and local levels.
27. Provide preparedness, on-scene coordination, and technical/training expertise to newly created interagency mechanisms focused on counter-terrorism efforts.
28. Provide technical support to evaluate and research state-of-the-art technology, as it relates to the counter-terrorism response activities.
29. Coordinate national response system activities, including drills, which may involve government/private parties and U.S./Mexico and U.S./Canada border cities (if appropriate and authorized).
30. Generate GIS documentation.
31. Generate bilingual documentation.
32. Provide translation services.
33. Conduct outreach activities for regulated facilities, federal, state, tribal, and local agencies, and the public about the requirements associated with the Chemical Emergency Preparedness and Prevention program.
34. Provide training, as authorized by EPCRA, for federal, state, tribal, and local response personnel, such as preparedness exercises, earthquake planning and preparedness, and other contingency plans.
35. Provide technical support/review in support of activities related to FRPs and regional interagency planning committees.
36. Provide technical support to ensure the enforcement of EPCRA.
37. Provide technical support for local, regional, national, and international preparedness planning.
38. Analyze spill history data and provide support in conducting EPCRA inspections for use in EPCRA enforcement case support.

39. Provide technical information directed at the regulated community to regulated facilities, federal, state, tribal, and local agencies, and the public.
40. Conduct reviews of facility Risk Management Plans (RMP) and General Duty Inspection reports to assess compliance and identify deficiencies (e.g., internal inconsistencies in data submitted, potential problems based on facility accident histories, unusual data, and failure to list appropriate hazards under the prevention program).
41. Complete a RMP audit checklist and provide a draft report, referencing violations in regard to the CAA Section 112(r) and 40 CFR Part 68 and options for corrective actions at the facility. EPA will make all determinations regarding violations and corrective actions.
42. Conduct RMP/General Duty field inspections to include an on-site analysis and documentation of processes and storage areas, employee interviews, manager and supervisor interviews, training and maintenance records, operating procedures of engineering processes, and release prevention measures and hazards.
43. Provide safety plans for site visits.
44. Interview facility personnel regarding background information, facility processes, and standard operating procedures. See publication at http://www.epa.gov/oecaerth/resources/policies/monitoring/caa/caa112r-rmpguide.pdf
45. Review and document observations and conclusions of on-site facility operations to include the following:

    - employee awareness of chemical and process hazards
    - process characteristics
    - emergency planning and preparedness
    - hazard evaluation and release detection techniques
    - operations and emergency response training
    - facility/corporate management structure
    - preventive maintenance and inspection programs
    - community notification mechanisms and techniques
    - on-site physical security

46. Assist in performing chemical safety audits as defined in EPA 550-K-11-001, "Guidance for Conducting Risk Management Program Inspections Under Clean Air Act Section 112(r)," and compile information and report findings to EPA. (http://www.epa.gov/oecaerth/resources/policies/monitoring/caa/caa112r-rmpguide.pdf)
47. Provide the necessary safety and monitoring equipment to ensure safe site visits in conjunction with audits and other activities.
48. Provide safety plans for site visits for the purpose of conducting accident investigations.
49. Investigate and compile information on major chemical accidents to include the following:

    - provide information to document violations of law(s) and recommend actions to correct the violations
    - examine facility records
    - analyze equipment design, drawings, specifications, and records
    - record and analyze the engineering basis for chemical process safety systems
    - document evidence of the cause(s)
    - assess safety and accident prevention systems
    - record the equipment involved in the accident
    - provide options for corrective measures

50. Draft accident investigation reports to include the following:

    - description of the accident
    - description of the response to the accident
    - further planned activities
    - laboratory test results
    - discussion of the probable root cause(s) of and contributing factors to the accident
    - observations and findings
    - recommendations for enhancing chemical safety, emergency preparedness, and prevention of chemical accidents, both facility specific and industry wide.

51. Assist in targeting facilities for inspection, which may include gathering prior spill history of the facility; conducting aerial reconnaissance; drive by windshield surveys; and/or interviews of government personnel, industry representatives, and/or private citizens; database searches; or any other acceptable means of obtaining relevant information about regulated facilities.
52. Conduct an on-site inspection of the facility to determine if the facility is in compliance with the OPP Regulation at 40 CFR §112. The inspection shall also include a review and evaluation of the facility's SPCC plan. Such inspections may be preplanned, or instituted upon the discovery of a potential violation. The inspectors shall use an SPCC Plan Review and Inspection Checklist provided by or approved by EPA. All inspections shall be conducted in general accordance with EPA guidance.
53. Prepare a brief narrative report covering each facility inspection performed which highlights any apparent violations and supporting evidence. All inspection reports should include supporting photographs and a completed SPCC Plan Review and Inspection Checklist. Copies of field notes and other supporting documentation should be submitted to EPA.
54. Provide technical support for the preparation of a draft Notice of Violation, Notice of Inspection Findings, or Notice of Warning for violations detected during a facility inspection.
55. Provide testimony regarding inspection findings during SPCC pre-hearing conferences, during SPCC hearings, and during court actions.
56. Document cases and provide testimony during hearings and court proceedings for oil spill prevention and release violations.
57. Conduct amendment inspections when a facility is required to submit its SPCC Plan to EPA for review because of continuing pollution problems (see 40 CFR §112.4). Review the submitted SPCC plan and prepare a report which includes recommendations for amending the SPCC plan to prevent further discharges. EPA will review and make final decisions regarding those recommendations.
58. Provide storage space for plans submitted by facilities.
59. Provide support for screening facilities for planning and compliance with OPA. This shall include providing technical support in the determination of a facility's designation as substantial harm or a significant or substantial harm facility (see 40 CFR §112.20).
60. Review FRPs to verify that all of the response plan elements have been addressed. The contractor shall use a checklist provided by or approved by EPA for reviewing FRPs. This review shall, at a minimum, verify if the plan is in accordance with the NCP; if the plan identifies a qualified individual having full authority to implement removal actions; if the plan identifies and ensures the availability of resources to remove a worst case discharge; if the plan describes training, unannounced drills, and response actions of persons at the

facility; if the plan has been updated; and if the plan has been resubmitted for each significant change.

61. Provide technical support in planning and participating in announced or unannounced inspections, drills, and/or simulations at oil storage facilities. Conduct an on-site inspection of the facility to determine if the facility is in compliance with the OPP Regulation at 40 CFR §112.20. Such inspections may be preplanned, or instituted upon the discovery of a potential violation. The inspectors shall use an Facility Response Plan Review and Inspection Checklist provided by or approved by EPA. All inspections shall be conducted in general accordance with EPA guidance.
62. Prepare a brief narrative report covering each facility inspection performed which highlights any apparent violations and supporting evidence. All inspection reports shall include supporting photographs and a completed FRP Plan Review and Inspection Checklist. Copies of field notes and other supporting documentation should be submitted to EPA.
63. Provide technical support for the preparation of a draft Notice of Violation, Notice of Inspection Findings, or Notice of Warning for violations detected during a substantial harm facility inspection.
64. Provide testimony regarding inspection findings during pre-hearing conferences, during hearings, and during court actions.
65. Provide subject matter support for the development of databases to facilitate response plan review and outreach programs.
66. Provide support in communicating with facilities to provide technical assistance and compliance assistance.
67. Participate in community outreach activities such as table top exercises or workshops with industry and community representatives.
68. Prepare fact sheets, brochures, or manuals on a range of subjects related to compliance EPA must review and approve all fact sheets, brochures, or manuals prior to finalization and distribution to the public and/or regulated community.
69. Provide support in preparing general SPCC, FRP, or specific industry sector mailings.
70. Provide support with obtaining facilities suitable for workshops, meetings, or other appropriate outreach activities.
71. Provide support with regional community outreach activities.
72. Analyze facility reports.
73. Develop summary reports of evaluated facilities.
74. Perform facility inspections to verify accuracy of facility evaluation reports.
75. Monitor reporting of continuous releases.
76. Communicate with facilities to provide technical assistance and compliance assistance.
77. Preparing publications relating to compliance such as fact sheets, brochures, or manuals. (EPA must review and approve all publications prior to finalization and distribution to the public or regulated community).
78. The contractor shall provide information, analysis, options, and recommendations for implementing emerging technologies and maintaining program currency.

C. ASSESSMENT

The contractor shall support the EPA in the following tasks:

1. Locate and review existing site, facility, and/or release data.

2. Conduct off-site perimeter visual observation of the site.
3. Conduct site visits to identify all potential hazards. Document site conditions with written and visual documentation.
4. Conduct waste profile analyses.
5. Assess potential impact to endangered species, historical sites, and other cultural resources.
6. Conduct file reviews, for example, federal, state, and local agency records, to obtain background information to analyze releases of hazardous substances, pollutants, contaminants, or oil.
7. Collect or review data such as site management practices, information from generators, photographs, historical photographic analyses, literature searches, and personal interviews.
8. Identify active or historical facility processes or operations that may contribute to the release or threat of release of hazardous substances, pollutants, contaminants, or discharge of oil.
9. Collect, analyze, and validate data in accordance with EPA standard methods for sample collection and analysis. The contractor is required to submit a quality management plan which will be approved by the agency. Once approved by the agency, they will use the approved EPA guidelines as the standard method for sample collection and analysis.
10. Review and interpret environmental data.
11. Identify and address data gaps required to meet EPA assessment objectives, for example, background levels, applicable or relevant and appropriate requirements (ARAR), groundwater information.
12. Install monitoring wells and/or piezometers.
13. Conduct geophysical surveys/investigations.
14. Dispose of investigation derived wastes in accordance with EPA OSWER Directive 9345.3-02, "Management of Investigation-Derived Waste During Site Inspections." The document is available at http://nepis.epa.gov, document number 540G91009.
15. Determine pathway-specific receptors and surrounding population density.
16. Locate other environmentally sensitive receptors, for example, wetlands and endangered species.
17. Provide recommendations and options regarding the following:

    - identify releases that pose no significant threat to public health or the environment
    - whether an immediate threat to public health or the environment exists
    - potential need for a removal action
    - further investigation
    - no further action
    - state referral
    - referral to other federal agencies
    - referral to other EPA programs
    - facility actions
    - other actions

18. Collect or develop data to evaluate the release pursuant to the HRS.
19. Collect additional sampling data to adequately develop the HRS package.
20. Collect data required to better characterize the release for more effective and rapid initiation of the RI/FS or response.
21. Generate preliminary HRS score.

22. Analyze site risks regarding whether site contaminants pose a current or potential risk to human health and the environment in the absence of any response action to include the following:

    - contaminant identification
    - exposure assessment
    - toxicity assessment
    - risk characterization
    - provide information necessary to determine whether or not a response is necessary at the site, provide justification for any response action proposed, and explain what exposure pathways need to be addressed

23. Provide a hazard ranking system screening in accordance with EPA OSWER Directive 9345.1-07, "The Hazard Ranking System Guidance Manual," dated November 1992, using the PREScore software. The document is available through http://www.epa.gov/superfund/sites/npl/hrsres/index.htm.
24. Report the draft score to the EPA prior to proceeding with the formal HRS package.
25. Prepare a draft HRS package according to EPA guidance to include the following: site summary, PREScore HRS score sheets, documentation record, figures, maps, and references.
26. Prepare full HRS documentation packages for review and approval by EPA.
27. Upon receipt of EPA's comments, revise and submit a formal HRS package.
28. Update or revise the preliminary HRS Score.
29. Identify data gaps.
30. Perform desktop data collection and evaluation to support the revised score.
31. Perform analytical sampling.
32. Conduct site visits and inspections as necessary to identify, evaluate, and delineate habitat types including wetlands.
33. Collect, review, and/or analyze topographic, photographic, and available relevant data from scientific publications, federal, state and local agencies, and academic institutions to provide support in the identification of physical and biological factors to be considered in the determination of areas and resources (physical and biological) that have potentially been affected by the release of hazardous substances.
34. Evaluate site data, media, habitats, and ecological relationships to identify, analyze, and document pathways of contaminant migration and concentration. This may include the use of computerized information systems and models.
35. Collect, preserve, identify, and prepare terrestrial and/or aquatic biological specimens for population and community analysis. Evaluation of gross pathology and individual organs and/or cells on a histological or sub-cellular basis for any pathological changes resulting from the release of hazardous substances, oil, or petroleum products.
36. Design, perform, and analyze both field and laboratory bioassay/toxicity tests on plant, invertebrate and vertebrate species.
37. The contractor shall conduct a Targeted Brownfield Assessment Phase 1 in conformance with EPA's final regulations governing All Appropriate Inquiries (40 CFR 312), ASTM International's E1527-05 standard for Phase 1 Investigations, or any subsequent updated ASTM Phase 1 standard.
38. The contractor shall conduct a Targeted Brownfield Assessment Phase 2 in conformance with EPA's final regulations governing All Appropriate Inquiries (40 CFR 312), ASTM

International's E1903-97 (2002) standard for Phase 2 Investigations, or any subsequent updated ASTM Phase 2 standard.

D. TECHNICAL SUPPORT

The contractor shall support EPA in the following tasks:

1. Locate and review files of waste generator(s), site owner(s), site operator(s), and other documents relating to past operator(s), for example, deeds, court transcripts.
2. Interview site owner(s), operator(s), state/local officials, residents, and other interested parties.
3. Provide a written record of PRP identification efforts to assist EPA in determining cost liability.
4. Identify PRPs.
5. Analyze the accuracy, timeliness, and completeness of PRP reports.
6. Document PRP activities and provide negotiation support.
7. Verify PRP compliance with enforcement orders.
8. Analyze PRP documents and actions for compliance with enforcement actions.
9. Conduct deed and title searches.
10. Provide appraisals of real property.
11. Provide financial analysis and corporate research.
12. Develop public information summaries for internet distribution.
13. Disseminate EPA-approved information to the public.
14. Provide expert testimony.
15. Provide health indication sampling and analysis.
16. Provide engineering design products and services.
17. Collect and compile data from spill reports, pollution reports (POLREP) and spill notification phone lines.
18. Provide COR-approved information to the state, local, or natural resource trustee agencies.
19. Input data from spill reports.
20. Provide information for Freedom of Information Act (FOIA) request responses and to evaluate facilities' release history for inclusion in COR specified internet websites.
21. Maintain an electronic emergency information system that contains all contingency plans, databases, and geographic information necessary to support emergency operations. This system must be accessible from field locations via the internet.
22. Provide technical support to EPA for the identification of PRPs associated with a site, facility, and/or release.
23. Provide technical and administrative support to EPA for notification of PRPs as to their status related to a site, facility, and/or release.
24. Provide technical support to EPA in connection with proceedings against owners or operators of facilities operating in violation of reporting requirements and uncontrolled hazardous substances present. Such technical support will include providing background technical information to EPA in obtaining an injunction against continued use of the site, an order to undertake remedial action, or recovery of cost incurred by the government in undertaking such action.
25. Provide technical support to EPA in enforcement case development support including well drilling and sampling, field sampling, geophysical surveys, well inventories and other

support to provide evidence to support EPA litigation or negotiation with PRPs. Work may be undertaken to fill a variety of data gaps related to extent of contamination and damages or to augment enforcement investigation efforts.

26. Provide technical and administrative support to EPA in the development of an enforcement plan.
27. Collect and review available data and background information about a site, facility, or release. This shall include information about the nature of the waste present, waste management at the site, environmental data, and health data. Collection of data also includes photographic and cartographic documentation of site conditions.
28. Analyze and document the extent of an incident, the potential hazards, type of resources needed, and the actions of the PRPs to respond.
29. Draft lessons learned reports.
30. Design, develop, prepare, analyze, and report observations of planning, training, and drills/exercises to provide options for preparedness and operational readiness of the RRT and the response community within the region.
31. Analyze responses to discharges of oil and releases of hazardous substances, pollutants or contaminants, assess equipment availability, readiness, and coordination among RRT member agencies, and other public and private agencies.
32. Document and analyze plans and planning efforts for the Regional Contingency Plan, Area Plans, and special subject plans.
33. Provide logistical support for scheduled RRT meetings.
34. Select and reserve meeting space.
35. Arrange site tours and meetings.
36. Develop visual aids to include computer driven presentations.
37. Document technical meeting minutes.
38. Provide a technical summary of the meeting.
39. Attend scheduled RRT meetings.
40. Develop and update the RRT mailing list, an RRT e-mail list, and an e-mail group distribution capability to send EPA approved and EPA-authorized notices.
41. Accompany the EPA during on site facility surveys and inspections at sites, facilities or releases where hazardous waste contaminants or pollutants are managed, treated, stored or disposed.
42. Record and document compliance with applicable or relevant and appropriate federal and state requirements related to environmental statutes such as the Resource Conservation and Recovery Act (RCRA) or CWA.
43. Compile multi-media checklists to be used at sites, facilities, or releases. During the performance of multi-media surveys and inspections the contractor may have access to CBI. The contractor shall treat all CBI in accordance with the CBI clauses in the contract.
44. Perform literature surveys including the use of the Alternative Treatment Technology Information Center, the Superfund Innovative Technology Evaluation Program, the Record of Decision Systems database, and the Risk Reduction Engineering Laboratory Treatability Database. Access to be provided by EPA, if necessary.
45. Prepare project planning documents to include the following: work plan, field operations plan, health and safety plan, and/or quality assurance project plan specifically for treatability study efforts.
46. Perform laboratory, bench, and/or pilot-scale testing of established, emerging, and/or innovative technologies.

47. Evaluate the effectiveness and compliance of the tested or proposed technologies with federal and state requirements. EPA will review all evaluations and make any and all decisions or determinations regarding the proposed technologies.
48. Report the findings of the studies to EPA.
49. Oversee and review treatability studies being performed by PRPs.
50. Provide technical and administrative support in the preparation of a draft EE/CA approval memorandum. All final EE/CA approval memoranda will be prepared by EPA.
51. Provide technical and administrative support in preparing a draft EE/CA report, which shall include the following sections: site characterization, identification of removal action objectives, identification of ARARs, identification and initial screening of removal action alternatives, analysis of removal action alternatives, comparative analysis, and selection of the removal action. While the contractor will analyze the alternative removal actions, final decisions, determinations and judgments will be made by EPA.
52. Provide technical and administrative support for the preparation of a summary of the responses by interested parties.
53. Conduct community interviews to develop an understanding of local concerns and desired involvement as part of the development of the Community Relations Plan.
54. Prepare a community relations plan in accordance with Community Relations in Superfund: A Handbook, January 1992.
55. Provide data management for tracking community relations activities, including milestones in community relations plans.
56. Establish and update information repositories at or near the facility.
57. Prepare general or site specific fact sheets.
58. Provide support in planning and conducting public meetings and technical discussions involving PRPs and the public. This support will include the provision of audio-visual aids and reports as required by EPA.
59. Assist in planning and conducting public briefings, conferences, workshops, community conferences, and training workshops.
60. Write and/or place newspaper notices regarding the availability of site-related documents and public meetings.
61. Provide recording/transcript services for public meetings or for the administrative record.
62. Prepare studies and reports evaluating the effectiveness of community relations efforts and other topics of general interest, such as how incineration is perceived, and how to improve on communication regarding alternative and innovative technologies.
63. Provide for a complete and operating public information office at locations specified by task orders. Such a public information office shall be maintained and operated by the contractor to provide the public with access to EPA generated informational documents concerning sites.
64. Assemble EPA-provided records.
65. Organize, maintain, and duplicate materials.
66. Compile documents for the administrative record.
67. Publicize location of the repository in local newspapers.
68. Coordinate records compilation with state offices and federal facilities.
69. Organize and compile records for enforcement cases.
70. Operate government-owned equipment at the direction of the OSC, to include vehicles.
71. Maintain and calibrate government equipment in accordance with OSC and/or manufacturer's instructions, to include vehicles.

72. Pick up, transport, and deliver necessary government equipment to and from response sites, to include vehicles.
73. Decontaminate equipment operated by the government at a response site prior to its being transported away from that location.
74. Collect and summarize all incurred cost documentation in support of costs incurred, using existing cost documentation systems and adjust media storage to reflect EPA implementation of advances in automated methods.
75. Perform an audit of cost documentation based upon EPA provided guidance.
76. Produce a documentary audit trail to establish proof of costs incurred using existing systems and other documentation guidance.
77. Ensure that the cost document compilation is complete.
78. Provide technical support in developing proof to support allocation of non-site specific charges on a site specific basis.
79. Accumulate and verify all costs incurred in connection with a site or sites by reconciling all supporting documentation with data in agency financial and documentation systems.
80. Provide technical support in reviewing all cost documentation or accounting procedures for deficiencies and/or potential sources of challenge.
81. Maintain an organized cost package or cost document file that includes cost summaries for each cost element claimed together with organized supporting documentation.
82. Research state or other federal agency accounting procedures to the extent necessary to enable a complete audit of costs incurred by the state or other agency in connection with Superfund sites.
83. Review and analyze audits or technical reports for relevance to cost claims.
84. Provide technical support in the review of pertinent EPA files and documents necessary to substantiate a close-out memorandum. The close-out memorandum will be prepared by EPA, with technical support from the contractor, when appropriate.
85. Gather documents from EPA that authorized the work and documents that provide evidence that work was performed.
86. Provide support in collating, refiling, and organizing the above information as needed.
87. Contractor will provide assistance in completing the required State Voluntary Cleanup Program technical reporting and documentation to help Targeted Brownfields Assessment recipients enroll a site into the state cleanup program.

E. DATA MANAGEMENT

The contractor shall support EPA in the following tasks:

1. Keep informed of all current/new information technologies and provide analysis and evaluation of these technologies in support of emergency response activities which include prevention, preparedness, and response.
2. Provide data input/output services for digital and hard copy formats which meets user-defined DQO and standards.
3. Identify and incorporate appropriate DQOs for software and application development/maintenance of such programs.
4. Develop data dictionary/meta data results for all applications and data collected.
5. Identify/develop data sort/report generation capabilities appropriate for all program support activities.
6. Provide data and report analysis for all data collected.

7. Provide analysis of data utilization.

F. TRAINING

The contractor shall support EPA in the following tasks:

1. Develop and provide training to federal, state, and local response organizations related to the activities described in this SOW.
2. Support EPA with schedule preparation and conducting training sessions.
3. Provide EPA specific classes such as EPCRA, Computer-Aided Management for Emergency Officials, and CAA 112(r) training, etc.
4. Provide industry standard classes such as 40 Hour HAZWOPER and 8 hour Annual Refresher training, etc.

Exhibit B – Statutory and Regulatory Framework

SUPERFUND - GENERAL

This list is a representative sample and is not intended to be all inclusive.

I. Laws - Statutes

- Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA or Superfund) (1980), (42 U.S.C. s/s 9601 et. seq.), as amended
- Superfund Amendments and Reauthorization Act (SARA) (1986)
- Community Environmental Response Facilitation Act (1992)
- Asset Conservation, Lender Liability, and Deposit Insurance Protection Act of 1996 (1996)
- The Small Business Liability Relief and Brownfields Revitalization Act (2002)
- Clean Water Act (CWA) (1972), (33 U.S.C. s/s 1251 et. seq.) - particularly Section 311
- Oil Pollution Act (OPA) (1990)
- Resource Conservation and Recovery Act, particularly Subtitle I
- Emergency Preparedness and Community Right-to-Know Act (EPCRA)
- Robert T. Stafford Natural Disaster Act (Stafford Act), (42 USC 5121, et. seq.), as amended
- Homeland Security Act, Public Law 107-296
- Clean Air Act, (42 USC 85), as amended

II. Code of Federal Regulations (CFR)

- National Oil and Hazardous Substances Pollution Contingency Plan (NCP), 40 CFR Part 300

III. Federal Registers (FR) (significant notices)

- 50 FR 47912; November 20, 1985 - NCP Final Rule (revisions added by CERCLA)
- 55 FR 8666; March 8, 1990 - NCP Final Rule (revisions added by SARA)
- 59 FR 47384; September 15, 1994 - NCP Final Rule (revisions added by OPA)

IV. Executive Orders and Presidential Decision Directives

- EPA's homeland security priorities are based largely on responsibilities outlined in HSPDs at http://www.epa.gov/homelandsecurityportal/laws-hspd.htm. The following have specific EPA tasking:
    a. HSPD-5**:** Management of Domestic Incidents, 2003
    b. HSPD-7: Critical Infrastructure Identification, Prioritization, and Protection, December 2003 (HSPD-7 updates Presidential Decision Directive (PDD)-63, Critical Infrastructure Protection from May 1998)
    c. HSPD-8: National Preparedness, December 2003
    d. HSPD-9: Defense of U.S. Agriculture and Food, January 2004
    e. HSPD-10: Biodefense for the 21 Century, April 2004
    f. HSPD - 12, Policies for Common Identification Standard for Federal Employees and Contractors, 22 August 2004.
    g. HSPD-20: National Continuity Policy, May 2007
- PDD - 39, U.S. Policy on Counter terrorism, 21 June 1995.

- PDD - 62, Protection Against Unconventional Threats to the Homeland and Americans Overseas, 22 May 1998.
- National Security Presidential Directive - 33, Biodefense for the 21st Century, 28 April 2004
- PDD - 2, Implementation of the National Strategy for Countering Biological Threats, 23 November 2009.
- E.O. – 13527, Establishing Federal Capability for the Timely Provision of Medical Countermeasures Following a Biological Attack, 30 December 2009.
- U.S. Policy on Counter-terrorism, dated June 21, 1995 can be located at (www.fas.org/irp/offdocs/pdd39.htm).
- National Response Framework, Department of Homeland Security/FEMA, January 2008

V. Policies and Guidance

- CERCLA/Superfund Orientation Manual, EPA Document Number: 542-R-92-005, website: http://www.epa.gov/superfund/policy/remedy/pdfs/542r-92005-s.pdf

VI. Other References and Resources

- Superfund Home Page, website: http://www.epa.gov/superfund
- Superfund 30th Anniversary Report, website: http://www.epa.gov/superfund/30years/

DISCOVERY & NOTIFICATION

I. Laws - Statutes

- Section 103 of CERCLA as amended
- Section 304 of EPCRA (1986)
- Section 311 of CWA, as amended by the OPA

II. CFR

- 40 CFR Part 302 - Designation, Reportable Quantities, and Notification
- 40 CFR Part 355 - Emergency Planning and Notification
- 40 CFR Part 110 - Discharge of Oil
- 40 CFR 300.405 - Discovery and Notification (Hazardous Substances)
- 40 CFR 300.300 - Phase 1 - Discovery or notification (Oil)

III. Federal Registers (significant notices)

- 46 FR 22144 - April 15, 1981 - Hazardous Substances Notification of Treatment, Storage, and Disposal Facilities
- 50 FR 13456 - April 4, 1985 - Release Notification Requirements for CERCLA
- 52 FR 13378 - April 22, 1987 - Release Notification Requirements for EPCRA
- 55 FR 45039 - August 25, 1993 - Oil Discharge Regulations
- 61 FR 7421 - February 28, 1996 - Oil discharge Regulations

IV. Other Resources

- Emergency Response Program Reporting website: http://www.epa.gov/epahome/violations.htm

REMOVAL PROCESS

I. Laws - Statutes

- Sections 101 and 104 of CERCLA (definition of and authority for removal response)
- Section 113 of CERCLA (documentation requirements)
- Section 311 of the CWA, as amended by the OPA

II. CFR

- 40 CFR 300.410 - Removal Site Evaluation (Hazardous Substances)
- 40 CFR 300.415 - Removal Action (Hazardous Substances)
- 40 CRF Part 300 Subpart D - Operational Response Phases for Oil Removal

III. Federal Registers (significant notices)

- 55 FR 8666: March 8, 1990 - NCP Final Rule (revisions added by SARA)
- 59 FR 47384: September 15, 1994 - NCP Final Rule (revisions added by OPA)

IV. Policies and Guidance

- Superfund Removal Procedures OSWER, Directive Number: 9360.0-03B
- Guidance on Conducting Non-Time Critical Removal Actions Under CERCLA, Document Number: EPA 540-R-93-057, OSWER Directive Number: 9360.0-32
- Guide to Developing Action Memorandums, OSWER Directive Number: 9360.3-01FS
- Model Program for Removal Site File Management, OSWER Directive Number: 9360.2-01
- Superfund Fact Sheet: The Removal Program, OSWER Directive Number: 9320.0-05FSg
- Consideration of ARARs during Removal Actions, OSWER Directive Number: 9360.3-02 FS

V. Other Resources

- Superfund Office of Solid Waste and Emergency Response, http://www.epa.gov/aboutepa/oswer.html

COMMUNITY INVOLVEMENT

I. Laws - Statutes

- Section 113 of CERCLA

II. CFR

- 40 CFR 300.415(n) - Community Relations in Removal Actions
- 40 CFR 300.430(c) - Community Relations in Remedial Actions
- 40 CFR 300.430(e)(2)(iv) - Technical Assistance for Communities
- 40CFR 300.800 - Administrative Record

III. Federal Registers (significant notices)

- 55 FR 8666; March 8, 1990 - NCP Final Rule (revisions added by SARA)

IV. Policies and Guidance

- Superfund Community Involvement Handbook, Document Number: 540-K-01-003
- Superfund Removal Procedures: Public Participation Guidance for On-Scene Coordinators: Community Relations and the Administrative Record, OSWER Directive Number 9360.3-05
- Risk Assessment Guidance for Superfund: Volume 1, Human Health Evaluation Manual, Part A: Community involvement in Superfund Risk Assessments, Document Number: EPA 540-R-98-042
- Superfund Technical Assistance Grants, OSWER Directive Number: 9230.1-05FSA

V. Other Resources

- Superfund Community Involvement Home Page website: http://www.epa.gov/superfund/community/index.htm

HUMAN HEALTH/ECOLOGICAL RISK ASSESSMENT

For Baseline Human Health Risk Assessments:

- Risk Assessment Guidance for Superfund (RAGS), Volume I: Human Health Evaluation Manual: Part A, Baseline Risk Assessment. Interim Final. December 1989. EPA 540/1-89/002. NTIS PB90-155581.
- Supplement to Part A: Community Involvement in Superfund Risk Assessments. March, 1999. EPA 540-R-98-042. OSWER Directive 9285.7-01E-P. NTIS PB99-963303.
- Part B, Development of Risk-Based Preliminary Remediation Goals. December, 1991. EPA 540/R-92/003. OSWER Directive 9285.7-01B. NTIS PB92-963333.
- Part C, Risk Evaluation of Remedial Alternatives. December 1991. EPA/540/R-92/004. OSWER Directive 9285.7-01C. NTIS PB92-963334.
- Part D, Standardized Planning, Reporting and Review of Superfund Risk Assessments. January 1998. EPA 540-R-97-033. OSWER Directive 9285.7-01D. NTIS PB97-963305.
- Risk Assessment Guidance for Superfund, Volume III - Part A, Process for Conducting Probabilistic Risk Assessment. December, 2001. EPA 540-R-02-002. OSWER Directive 9285.7-45. NTIS PB2002 963302.
- Supplemental Guidance to RAGS: Calculating the Concentration Term. June 22, 1992. OSWER Directive 9285.7-08I.

- Standard Default Exposure Factors. Interim Final. OSWER Directive 9285.6-03. March 25, 1991.
- Final Guidance Data Useability in Risk Assessment (Part A). April 1992. OSWER Directive 9285.7-09A. NTIS PB92-963356.
- Guidance for Data Useability in Risk Assessment (Part B). May 1992. OSWER Directive 9285.7-09B. NTIS PB92-963362.
- Dermal Exposure Assessment: Principles and Applications. January 1992. EPA 600/8-91/011B.
- Exposure Factors Handbook, Volume 1. 1997. EPA/600/P-95/002Fa.
- Exposure Factors Handbook, Volume 2. 1997. EPA/600/P-95/002Fb.
- Exposure Factors Handbook, Volume 3. 1997. EPA/600/P-95/002Fc.
- Air/Superfund National Technical Guidance Study Series, Volumes I, II, III, and IV. 1989. EPA 450/1-89-001,002,003,004.
- Final Soil Screening Guidance, May 17, 1996. Soil Screening Guidance User's Guide. Office of Solid Waste and Emergency Response. EPA/540/R-96/018.
- Soil Screening Guidance: Technical Background Document. EPA 540/R-94/126.
- EPA Risk Characterization Program. Memorandum from Administrator Carol Browner. Office of the Administrator, Washington, DC. March 21, 1995.
- Provisional Guidance for Quantitative Risk Assessment of Polycyclic Aromatic
- Hydrocarbons. Office of Research and Development, Washington, DC. EPA/600/R-93/C89.
- PCBs: Cancer Dose-Response Assessment and Application to Environmental Mixtures. Office of Research and Development, Washington, DC. EPA/600/P-96/001A.
- Revised Interim Soil Lead Guidance for CERCLA Sites and RCRA Corrective Action Facilities. July 14, 1994. OSWER Directive 9355.4-12.
- Calculating Upper Confidence Limits for Exposure Point Concentrations at Hazardous Waste Sites. December, 2002. OSWER Directive 9285.6-10.
- For Baseline Ecological Risk Assessments:
- Guidelines for Ecological Risk Assessment, Final. April 1998. EPA/630/R-95-002F.
- Ecological Risk Assessment Guidance for Superfund, Process for Designing and Conducting Ecological Risk Assessments. June 1997. EPA/540-R-97-006. OSWER Directive 9285.7-006. NTIS PB97-963211.
- Ecological Risk Assessment / Management Principles. October, 1999. OSWER Directive 9285.7-28P.
- Ecological Assessment of Hazardous Waste Sites: A Field and Laboratory Reference Document. EPA 600/3-89/013. March 1989.
- EcoUpdate: Intermittent Bulletins, Supplemental Guidance to RAGS, Vol. II. EPA Publications 9345.0-051.

Exhibit C – Acronyms

ARAR	Applicable or Relevant and Appropriate Requirements
ASTM	American Society for Testing and Materials
BA	Brownfields Assessment
CAA	Clean Air Act
CBRN	Chemical, Biological, Radiological, Nuclear
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act of 1980
CERCLIS	Comprehensive, Environmental Response, Compensation & Liability System
CFR	Code of Federal Regulations
CLP	Contract Laboratory Program
CO	Contracting Officer
COR	Contracting Officer's Representative
CSA	Chemical Safety Audit
CT	Counter Terrorism
CWA	Clean Water Act
DQO	Data Quality Objective
E.O.	Executive Order
EE/CA	Engineering Evaluation/Cost Analysis
EOC	Emergency Operation Center
EOC	Emergency Operations Center
EPA	Environmental Protection Agency
EPASS	EPA Personnel Access and Security System
EPCRA	Emergency Preparedness and Community Right to Know Act
e-QIP	Electronic Questionnaires for Investigations Processing
ERNS	Emergency Response Notification System
ERRS	Emergency and Rapid Response Services
ESI	Expanded Site Inspection
ESI/RI	Expanded Site Inspection and Remedial Investigation
FAR	Federal Acquisition Regulation
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency
FOIA	Freedom of Information Act
FR	Federal Register
FRP	Facility Response Plan
GFP	Government Furnished Property
GIS	Geographical Information System
HAZCAT	Hazard Categorization
HAZWOPER	Hazardous Waste Operations and Emergency Response
HRS	Hazard Ranking System
HSP	Health and Safety Plan
HSPD	Homeland Security Presidential Directive
IA	Integrated Assessment
ICS	Incident Command System
IRIS	Integrated Risk Information System
IS	Independent Study
METH	Methamphetamine
MSHA	Mine Safety and Health Administration
NACI	National Agency Check and Inquiries

NCP	National Oil and Hazardous Substances Pollution Contingency Plan
NIMS	National Incident Management System
NIOSH	National Institute for Occupational Safety and Health
NPFC	National Pollution Fund Center
NPL	National Priorities List
NRF	National Response Framework
NTIS	National Technical Information Service
OPA	Oil Pollution Act
OPM	Office of Personnel Management
OPP	Oil Pollution Prevention
OSC	On-Scene Coordinator
OSHA	Office of Safety and Health Administration
OSWER	Office of Solid Waste and Emergency Response
PA	Preliminary Assessment
PA/SI	Combined Preliminary Assessment and Site Inspection
PDD	Presidential Decision Document
PO	Project Officer
POC	Point of Contact
POLREP	Pollution Report
PPE	Personal Protection Equipment
PRP	Potentially Responsible Party
PSB	Personnel Security Branch
QA	Quality Assurance
QAPP	Quality Assurance Project Plan
QC	Quality Control
RA	Removal Assessment
RAGS	Risk Assessment Guidance for Superfund
RCP	Regional Contingency Plan
RCRA	Resource Conservation and Recovery Act
REOC	Regional Emergency Operations Center
RI	Remedial Investigation
RI/FS	Remedial Investigation/Feasibility Study
RMP	Risk Management Plan
RQ	Reportable Quantity
RRT	Regional Response Team
SAM	System for Award Management
SARA	Superfund Amendments and Reauthorization Act
SI	Site Inspection
SIP	Site Inspection Prioritization
SMD	Security Management Division
SOW	Statement of Work
SPCC	Spill Prevention Controls and Countermeasures
SR	Site Reassessment
START	Superfund Technical Assessment & Response Team
USCG	United States Coast Guard
WMD	Weapons of Mass Destruction

Exhibit D – Levels of Personal Protective Equipment

Personal Protection Equipment (PPE) requirements are determined by the NIOSH/OSHA USCG/and the EPA Occupational-Safety and Health Guidance Manual for Hazardous Waste Site Activities issued in October 1985. Download at http://www.osha.gov/Publications/complinks/OSHG-HazWaste/all-in-one.pdf. Additional guidance is given in EPA Standard Operating Safety Guides, Publication 9285.1-03, dated June 1992. These guidance documents, or their updated versions, will be the final determination for personal protection guidance in this contract. All equipment associated with a particular level of protection, or modified level of protection, is to be supplied by the contractor for each site. Details of the appropriate level of protection will be covered in the HSP.

In an explosive atmosphere, intrinsically safe equipment is a requirement. Optional equipment must be available, depending upon site exigencies.

1. LEVEL A[1,2]

    - Pressure-demand, 4500 psi self contained breathing apparatus (Mine Safety and Health Administration (MSHA)/NIOSH approved)
    - Fully encapsulating chemical-resistant suit
    - Coveralls*
    - Underwear, long cotton underwear*
    - Gloves (outer), chemical-resistant
    - Gloves (inner), chemical-resistant
    - Boots, chemical-resistant, steel toe and shank. (Depending on suit, boot worn over or under suit boot)
    - Hard hat* (under suit)
    - 2-way radio communications (intrinsically safe)
    - Disposable protective suit,
    - Disposable gloves, and
    - Disposable boots* (Worn over fully encapsulating suit)

2. LEVEL B

- Pressure-demand, self-contained breathing apparatus (MSHA/NIOSH approved)
- Chemical-resistant clothing (overalls and long sleeve jacket; coveralls; hooded, one or two-piece chemical-splash suit; disposable chemical-resistant coveralls)
- Coveralls*
- Gloves (outer) chemical-resistant
- Gloves (inner) chemical-resistant
- Boots (outer) chemical-resistant, steel toe and shank
- Boots (outer) chemical-resistant (disposable)*
- Hard hat (face shield*)
- 2-way radio communication (intrinsically safe)

[1] Must also meet the National Fire Protection Association Standard 1991 as amended in 1994 (and as subsequently updated).
[2] Note: Offeror shall maintain an adequate supply of Level A protective gear for both industrial chemical and chemical and biological warfare agent responses.

3. LEVEL C

- Full-face, air purifying respirator, (MSHA/NIOSH) approved
- Chemical-resistant clothing
    - One piece coverall; Hooded,
    - Two piece chemical splash suit;
    - Hood and apron;
    - Disposable coveralls*
    - Gloves (outer)
    - Gloves (inner)
    - Boots, steel toe and shank
    - Boots (outer) (disposable)*
- Hard hat (face shield*)
- Escape mask*
- 2-way radio communications (intrinsically safe)

4. LEVEL D

- Coveralls
- Gloves
- Boots/shoes, safety or chemical-resistant steel toe and shank
- Boots (outer) chemical-resistant, disposable*
- Safety glasses or chemical splash goggles*
- Hard hat (face shield)*
- Escape mask*

* Optional at the discretion of the OSC or Remedial Project Manager.

Exhibit E – EPA Regional Offices

EPA has ten regional offices, each of which is responsible for several states and territories. Each Regional Office is responsible within its states for the execution of the Agency's programs.

Region 1	Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, and Connecticut
Region 2	New York, New Jersey, Puerto Rico, and Virgin Islands
Region 3	Pennsylvania, West Virginia, Virginia, Maryland, Delaware, and District of Columbia
Region 4	Kentucky, Tennessee, North Carolina, South Carolina, Georgia, Alabama, Mississippi, and Florida
Region 5	Minnesota, Wisconsin, Michigan, Illinois, Indiana, and Ohio
Region 6	Texas, Oklahoma, New Mexico, Arkansas, and Louisiana
Region 7	Iowa, Nebraska, Kansas, and Missouri
Region 8	Colorado, Montana, North Dakota, South Dakota, Wyoming, and Utah
Region 9	California, Nevada, Arizona, Hawaii, Guam, Trust Territories, American Samoa, and Northern Mariana Islands
Region 10	Washington, Oregon, Idaho, and Alaska

EPA CROSSOVER AND BACKUP REGIONAL NETWORK

Every Region has established a Memorandum of Understanding with its backup Regions for the purposes of providing and receiving cross-regional support during significant incidents that may exhaust the personnel or resources of one Region. Each EPA Region should have access to, and the ability to accommodate, a primary and a secondary backup Region, as well as other Regions' and National assets, as needed.

The EPA Core Emergency Response program includes the following standard for backup Regions:

Region	Primary Backup Region	Secondary Backup Region
1	2	8
2	1	6
3	4 and 5	-
4	3 and 5	-
5	3, 4, and 6	7
6	7	5 and 2
7	5	6
8	9	10 and 1
9	8	10
10	9	8

Notes:

Regions 1 and 2 have an agreement for mutual primary support.
Regions 1 and 8 have an agreement for mutual secondary support.
Regions 2 and 6 have an agreement for mutual secondary support.
Regions 3, 4 and 5 have a 3-way agreement for primary support.
Regions 5, 6, and 7 have a 3-way agreement for primary and secondary support.
Regions 8, 9, and 10 have a 3-way agreement for primary and secondary support.

Exhibit F – Levels of Personnel Background Check and Drug Screening for Contractor Employees

The contractor shall provide qualified personnel that meet the background check and drug screening requirements established below. The EPA has established two levels of criteria. The Level 1 background check criteria apply to all contractor employees working at a response site. Level 2 contains background check criteria and drug screening requirements that apply to all contract employees working at sites that are designated by EPA as "Sensitive Sites." Examples of such sites include those that involve law enforcement activities, apparent or suspected terrorist activities, any indoor cleanups (including private residences), drug lab cleanups, and response actions at geographically sensitive locations such as military installations and government buildings. The Contracting Officer or On-Scene Coordinator will notify the Contractor whenever EPA designates a response site as a sensitive site. The designation will be provided to the Contractor in the task order, work assignment, or verbally, as the situation warrants. If a background check has been performed within one (1) year prior to the requirement for the background check, the contractor need not conduct another background check.

LEVEL 1 - EPA Background Check Criteria:

- Can be a non U.S. citizen with a valid visa.
- No convictions for crimes involving issues of National Security. A "national security crime" is defined as any criminal activity involving espionage or foreign aggression against the United States, intelligence or counterintelligence activities, including development of defense plans or policies, concerned with undermining or overthrowing the government of the United States and unlawful handling or disclosure of classified information.
- No weapons offense in the last five (5) years.
- No felony conviction in the last three (3) years.
- Not a fugitive from justice.
- Not listed in the System for Award Management (SAM) as an excluded party. SAM is a web-based database that consolidates information from throughout the U.S. Government on federal contracts or subcontracts. The SAM is available at: http://www.sam.gov.

LEVEL 2 - EPA Background Check Criteria For Sensitive Sites:

- Must be a U.S. citizen.
- No convictions for crimes involving issues of National Security. A "national security crime" is defined as any criminal activity involving espionage or foreign aggression against the United States, intelligence or counterintelligence activities, including development of defense plans or policies, concerned with undermining or overthrowing the government of the United States and unlawful handling or disclosure of classified information.
- No weapons offense in the last ten (10) years.
- No felony conviction in the last seven (7) years.
- No misdemeanor conviction in the last five (5) years.
- No convictions for three (3) separate offenses in the last ten (10) years (excluding traffic offenses).
- Not a fugitive from justice.
- Not listed in the System for Award Management (SAM) as an excluded party. SAM is a web-based database that consolidates information from throughout the U.S. Government on federal contracts or subcontracts. The SAM is available at: http://www.sam.gov.

- Drug Screening at Sensitive Sites:
  Contractor employees working at designated "Sensitive Sites" must pass, within the previous 90 calendar days, a drug test for the presence of marijuana, cocaine, opiates, amphetamines, and phencyclidine in conformance with the Mandatory Guidelines for Federal Workplace Drug Testing Programs first published by the Department of Health and Human Services in the Federal Register on April 11, 1988 (53 FR 11979, and revised on June 9, 1994 (59 FR 29908), on November 13, 1998 (63 FR 63483), and on April 13, 2004 (69 FR 196440); and Procedures for Transportation Drug Testing Programs, 49 CFR Part 40. References to "DOT "shall read, as "EPA" and the split sample method of collection shall be used.

The requirements in Level 1 or 2 may be waived by the Contracting Officers, on a case-by-case basis, at a specific location, or for a specific individual.

If the results of an employee's background check or drug screening do not meet the criteria in either level 1 or 2, as required, the Contractor may apply for a waiver. To initiate the waiver process, the contractor must submit, in writing, the background report or drug test on the employee and an explanation of the need for the employee for approval by the Agency before the employee performs contract services for EPA. The contracting officer will notify the contractor of the Agency decision within five (5) days of receipt of the contractor's request for a waiver. The contractor shall submit its request to the Director, Superfund/RCRA Regional Procurement Operations Division at:

By Mail:

U.S. Environmental Protection Agency
Director, Superfund/RCRA Regional Procurement Operations Division
Mail Code 3805R
1200 Pennsylvania Avenue, NW
Washington, DC 20460

By Courier/Hand Carried:

U.S. Environmental Protection Agency
Raoul Scott, Director
Superfund/RCRA Regional Procurement Operations Division
Bid and Proposal Room
Ronald Reagan Building, 6th floor, Room 61107
1300 Pennsylvania Avenue, NW
Washington, DC 20004

The Bid and Proposal Room hours of operation are 8:00 AM - 4:30 PM weekdays, except Federal holidays.

Exhibit G – Agency Security Requirements for Contractor Personnel

To safeguard the EPA workforce and comply with Homeland Security Presidential Directive 12 (HSPD-12), Executive Order (E.O.) 13467, E.O. 13488 and Office of Personnel Management (OPM) regulations, the EPA requires the following:

- **For Unescorted Access for 6 Months or Less**
  Contractor employees needing unescorted physical access to a controlled EPA facility[3] for 6 months or less must be determined by the EPA to be fit before being issued a physical access badge (picture identification). A fitness determination is, per E.O. 13488, a decision by an agency that an individual has or does not have the required level of character and conduct necessary to perform work for or on behalf of a federal agency as a contractor employee. A favorable fitness determination is not a decision to contract with an individual. Contractor employees must undergo, at a minimum, an FBI fingerprint check of law enforcement and investigative indices (see Section 2).

- **For Unescorted Access for More than 6 Months**
  Contractor employees needing unescorted access to a controlled EPA facility for more than 6 months are required to have an HSPD-12 smart card, called an EPASS badge. Eligible contractor employees must have a completed or initiated background investigation at the National Agency Check and Inquiries (NACI) level or above, comply with all other investigative and HSPD-12-related requirements, and be determined by the EPA Personnel Security Branch (PSB) to be fit (see Section 3). "Initiated" means that all initial security requirements have been met (paperwork is completed, submitted, and PSB-approved; favorable fingerprint results have been received; funding has been provided to cover the cost of the investigation; and PSB has sent notification that the individual may begin work).

To ensure timely contract performance, the contractor must be prepared to immediately submit upon contract award the contractor employee information detailed in Section 1.c. This applies also to incumbent contractors' employees for follow-on acquisitions. All contractor employees under a new contract are subject to the requirements in Sections 2 or 3; however, the time needed to meet security requirements may be shorter for personnel who already have a favorable fitness determination.

Contractor employees may begin work on the contract start date provided all applicable documentation in Sections 1, 2, and 3 has been received by EPA and there is no derogatory information to preclude a favorable determination. Timely submission of contractor employees' security forms and other required documentation is essential.

A favorable determination may be revoked at any time should EPA discover derogatory information that deems a contractor employee unfit. Contractor employees deemed unfit will not be allowed to continue under the contract, and the contractor will be responsible for providing replacements acceptable to EPA.

EPA may make a determination of a contractor employee's fitness at any of the following points:

- When EPA prescreens the individual's security forms. "Red flag" issues include:

[3] A controlled facility is an area to which security controls have been applied to protect agency assets. Entry to the controlled area is restricted to personnel with a need for access.

- Having been fired from a previous job or having left under unfavorable circumstances within the past 5 years (or longer, depending on the security form questions and type of investigation);
- Failure to register with the Selective Service System (applies to male applicants born after December 31, 1959);
- Within the past 5 years (or longer, depending on the security form questions and type of investigation), any arrest, charge, or conviction that has been upheld for violent or dangerous behavior or a pattern of arrests that demonstrates disregard for the law; or
- Illegal drug use within the previous year, or drug manufacture or other involvement for profit within the past 5 years (or longer, depending on the security form questions and type of investigation).

- When FBI fingerprint results are returned to the EPA;
- When OPM returns the individual's investigative results to the EPA; and
- When the EPA becomes aware that the contractor employee may not be fit to perform work for or on behalf of a federal agency. The contractor is responsible for monitoring its employees' fitness to work and notifying the EPA immediately of any contractor employee arrests or illegal drug use.

Initial Contractor Requirements

This section contains the contractor's initial security requirements, which must be met before contractor employees can perform work **on-site** at EPA under this contract.

- The contractor must identify a point of contact (POC) and alternate POC to facilitate security processes.

- The contractor must ensure that all foreign nationals who will work under this contract have a valid U.S. Immigrant Visa or nonimmigrant Work Authorization Visa. The contractor must use E-Verify to verify employment eligibility as required by the FAR.

- EPA requires contractor employee information for the investigative and EPASS processes. Immediately upon contract award or anytime new personnel are brought onboard, the contractor POC must log on to a secure, EPA-identified portal, create an account, and submit complete contractor employee information: Full name (as found on employment records and driver's license), Social Security number, date of birth, place of birth (city, state, country), citizenship, employee email address, EPA Program Office or Regional Office, and EPA work city and state. Note: Incomplete names, inaccurate names, and nicknames are unacceptable and may delay contractor employees' start date. Instructions and the portal link will be provided upon contract award.

- EPA will provide the login information for the portal. After submission of the contractor employees' data, the COR will notify the contractor POC if additional information or corrections are required. The COR's approval of the information triggers the investigative and EPASS processes.

Requirements for Contractor Employees Needing Unescorted Access for 6 Months or Less

- This section contains the requirements for contractor employees who are not eligible for an EPASS badge but who need unescorted physical access. The minimum security requirement is an FBI fingerprint check.

    - Before the contractor employee can begin work on-site at the EPA:
        - He/she must be fingerprinted by the EPA; arrangements will be made by the COR.
        - The contractor employee must satisfactorily respond to all questions/information requests arising from the EPA's review of the fingerprint results.
        - EPA must determine that the fingerprint results are favorable.

- Once all requirements in Section 2(a) are met, the COR/PO and contractor employee will be notified that the contractor employee can start work. Contractor employees will be issued a physical access badge and may work on-site at EPA. Contractor employees must sign a receipt acknowledging responsibility to safeguard the badge and surrender it when required (see Section 4.b).

Requirements for Contractor Employees Needing Unescorted Access for more than 6 Months

This section contains the requirements for contractor employees who are eligible for an EPASS badge and who must have, at a minimum, a NACI background investigation completed or initiated. Contractor employees needing access to sensitive information or otherwise occupying moderate or high-risk positions must undergo an investigation above the NACI level. The EPA will assign a position risk level to each position on the contract and identify which contractor employees are EPASS-eligible.

- EPASS-eligible contractor employees must undergo a background investigation appropriate to the risk level of the position occupied, as specified by the EPA; the minimum acceptable investigation is a NACI.

- Employees who have previously undergone a federal background investigation at the required level and who have worked for or on behalf of the federal government without a break in service since the investigation was completed may not need a new investigation. EPA will verify the investigative information and notify the contractor employee and COR if a new investigation is required. If an investigation is not needed, the contractor employee must still be fingerprinted by EPA for an FBI fingerprint check and have favorable fingerprint results returned before beginning work on-site at EPA.

- Before beginning work on-site at EPA, contractor employees who require a new background investigation must:
    - Complete and submit the appropriate OPM security questionnaire specified by the EPA via OPM's Electronic Questionnaires for Investigations Processing (e-QIP) system. Access to e-QIP will be provided by EPA. Foreign national contractor employees must, on the security questionnaire, provide their alien registration number or the number, type, and issuance location of the visa used for entry to the United States.

- For a NACI only, also complete the OF 306, Declaration for Federal Employment, as required by OPM for any NACI and available at http://www.opm.gov/forms/pdf_fill/of0306.pdf. Contractor employees must answer questions 1-13 and 16, then sign the form on the "Applicant" line, 17a.
- Follow all instructions on the form(s), answer all questions fully, and submit signature pages as directed by EPA.
- Be fingerprinted by EPA; arrangements for fingerprinting will be made by the COR.
- Satisfactorily respond to all questions/information requests arising from EPA's review of the forms or fingerprint results.
- Receive favorable fingerprint results.

o Once all requirements in Section 3(c) are met, the COR/PO and contractor employee will be notified that the contractor employee can start work. Contractor employees may work on-site at EPA while OPM conducts the background investigation.

o At a time and location specified by the EPA, contractor employees must report in person for EPASS identity proofing and show two unexpired forms of identification from the lists on Department of Homeland Security Form I-9. At least one of the documents must be a valid, unexpired state or federal government-issued photo ID; non-U.S. citizens must show at least one ID from Column A on Form I-9.

o Before being issued an EPASS badge, contractor employees must sign a receipt acknowledging responsibility to safeguard the badge and surrender it when required (see Section 4.b). Contractor employees must meet all EPASS badge life-cycle requirements.

o A contractor employee has the right to appeal, in writing through the contractor POC to the COR, the denial or revocation of an EPASS badge. If the COR believes the appeal is justified, he/she will forward it to the Security Management Division (SMD). SMD's decision on behalf of the EPA will be final.

Ongoing Contractor Security Responsibilities

- The contractor POC must immediately provide updated information via the secure portal when new contractor employees are added to the contract. These contractor employees must meet all initial investigative requirements before beginning work on-site at EPA. The contractor POC must also update information via the secure portal whenever a contractor employee leaves the contract.

- The contractor POC must ensure that all EPA physical access and EPASS badges are returned to the COR as soon as any of the following occurs, unless otherwise determined by the Agency: (i) when the badge is no longer needed for contract performance; (ii) upon completion of a contractor employee's employment; (iii) upon contract completion or termination.

- These EPA security requirements must be incorporated into all resulting subcontracts wherein contractor personnel working under the subcontract require EPA physical access.

Exhibit H – Green Audit Checklist

Below is a list of audit categories to be considered for site work and technical projects, as well as office and contract administration.

Emissions

- Heavy Equipment
- Idling Practices
- Disposal Facilities

Sampling

- Samples processed on-site
- Location of off-site laboratory
- Dedicated/Reusable sampling equipment

Water Use

- Time taken to re-vegetate excavated/impacted areas
- Flora selection
- Water used to maintain re-established vegetation
- Dust suppression
- Equipment & heavy equipment decontamination

Material Consumption & Waste

- Green purchasing
- Recycling
- Reduction of paper consumption via electronic deliverables
- Carpooling
- Certified green hotels
- Power reduction practices
- Renewable energy practices

Ecosystem

- Flora
- Water

Best Management Practices

- Bioremediation
- Clean Fuels & Emissions
- Excavation & Equipment
- Renewable energy integration
- Landfill covers
- Pump & treat technologies
- Soil vapor extraction